

Useful Tips and Resources for Your Echo-AI Bridge Mentorship Programme

This document is a quick-reference guide for mentors and mentees in the Echo-AI Bridge Mentorship Programme. It is designed to provide useful tips and resources to support your collaboration. In this document you will find:

1. What does a successful mentorship look like?
2. Where to start?
3. Useful sample questions and activities
4. Key resources and support from Echo-AI
5. Reminder of end-of-programme submissions

Plus five appendix templates (goals template, first meeting checklist, meeting logs, mentee learning portfolio, and mentor end-of-project report) — available as separate Word documents.

1. What Does a Successful Mentorship Look Like?

A great mentorship is a dynamic, two-way partnership built on mutual respect and open communication. This collaboration creates a confidential and supportive environment where you can share experiences, ask questions, and celebrate successes together.

For mentors	For mentees
Guide and support your mentee's growth in AI/tech skills and career direction through experience sharing and strategic guidance.	Actively drive your own learning and growth by engaging fully in discussions and putting new AI/tech knowledge into practice.

Tips for a successful mentorship

Communicate clearly Establish a regular meeting schedule and preferred communication channel (e.g., email, WhatsApp) from the start.	Come prepared Mentees: Come to each meeting with a few questions or topics you want to discuss. Mentors: Be ready to share experiences and challenges openly.
Set clear, practical goals The core purpose of this programme is to help mentees progress along their AI/tech journey. Use the 'Pathways for Mentees' available on echo-ai.ro as a guide to define what you want to achieve.	Embrace learning It's okay to make mistakes! Use challenges as learning opportunities and discuss them openly with your partner.

2. Where to Start?

Your first meeting is all about introductions and setting the stage for a successful partnership. It could look something like this:

1. Welcome and introductions (15 min)

Get to know each other personally and professionally. These are some questions you could ask each other:

- What are you currently studying (or working on), and what areas of AI/tech interest you most?
- What's your background in AI/tech, and how did you get into it? (mentor)
- What made you decide to get involved in Echo-AI Bridge?
- What are you most excited to learn or share about AI/tech?

2. Discussing expectations (15 min)

Share what you both hope to achieve and what success looks like in this programme. These are some questions you could ask each other:

- What would you consider a win for us in this mentorship?
- What do you expect from me as a mentor/mentee?
- What's your preferred style for receiving feedback?

3. Initial goal setting (15 min)

Based on the 'Pathways for Mentees', identify one or two goals to work on first and write them down (you can use the 'Mentorship Goals Template' in Appendix 1 for this — remember this is a live document you can edit and tweak as your mentorship progresses). These are some questions you could ask each other:

- (Mentor to mentee) Looking at the 'Pathways for Mentees', where would you place yourself right now, and where would you like to be by the end of the programme?
- (Mentor and mentee) What is the biggest challenge you're facing with AI/tech right now?
- (Mentor to mentee) What is one specific, measurable goal you want to achieve with my help in the next few months?

4. Logistics and planning (10 min)

Agree on meeting frequency (aim for 2–4 hours/month across the 6-month programme), communication methods, and scheduling processes for future sessions.

5. Wrap-up (5 min)

Confirm next meeting plans and discuss any preparation needed for upcoming sessions.

If you like this structure, you can use the 'First Meeting Agenda Checklist' in Appendix 2 during your meeting.

3. Useful Sample Questions and Activities

These questions are designed to get your conversations started and help you define your path forward.

To help mentees define goals:

- What AI/tech skills or projects are you most curious about?
- How can you use AI critically rather than passively in your studies or projects?
- What specific outcomes do you want to achieve by May 2027?

To explore new ideas: Beginner → Intermediate path

- **Discussion:** What is one task in your studies or personal projects that feels repetitive? How might AI help streamline it?
- **Activity:** Try a beginner-friendly tool like Canva AI or Grammarly together. Discuss what worked well and what felt difficult to use.

- **Reflection:** How can AI tools enhance or get in the way of your learning and future career? How can we overcome the challenges?

To explore new ideas: Intermediate → Advanced path

- **Discussion:** What are the most time-consuming parts of your coursework or projects? Could AI help with them?
- **Activity:** Build a small AI-powered project together (e.g., a simple chatbot or data analysis script), and plan how to showcase it in your portfolio.
- **Reflection:** How can AI tools enhance or get in the way of your learning and career development?

4. Key Resources & Support from Echo-AI Bridge

1-on-1 support	Templates	Workshops and events
The Echo-AI Bridge team is available if you need advice on a specific challenge. Get in touch via echo-ai.ro or by emailing [team contact email].	See Appendix 4 and 5 for templates to help you create your learning portfolio (mentees) and end-of-project report (mentors).	Attend scheduled workshops and the end-of-programme showcase to connect with peers and celebrate your achievements.

5. Reminder of End-of-Programme Submissions

⚠ May 2027 deadline — mark your calendars!

Both mentors and mentees must submit their final documentation by **May 2027** to maintain programme eligibility and award consideration.

For mentees	For mentors
Submit a meeting log and a short learning portfolio or video documenting your progress, confirm eligibility for the Echo-AI Bridge Certificate of Mentorship, and provide evidence for the Echo-AI Rising Talent Award.	Submit a meeting log and a short end-of-project report or video reflecting on the mentorship experience to confirm eligibility for the Certificate of Mentorship and consideration for the Echo-AI Bridge Champion Mentor Award.

Appendices

The following appendix templates are available as separate Word documents, ready to use:

- Appendix 1. Mentorship Goals Template
- Appendix 2. First Meeting Agenda Checklist
- Appendix 3. Echo-AI Bridge Meeting Logs
- Appendix 4. Template for Learning Portfolio (Mentee)
- Appendix 5. Template for End-of-Project Report (Mentor)