



Mentor Handbook

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”

– John C. Crosby

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1. WELCOME TO TAKE CHARGE

Congratulations on being selected as a mentor with Take Charge! By committing to be a mentor with Take Charge, you have embarked on an incredible journey – one that will enrich both your and your mentee’s life. Over the course of 18 months, you will build a strong, supportive and trusting relationship with an individual looking for a mentor in their life. In the process, you will challenge yourself in new ways and push beyond the boundaries of your daily life.

By becoming part of Take Charge, you have also become part of a bigger vision that we have for our community – that one day every Catholic youth in the city will have a strong and inspiring individual like you who will guide them to make the right decisions and achieve the best that they can. While your journey will be fulfilling, it may also be challenging at times. To make sure that your relationship is a successful one, we want to give you the support and resources you might need. We encourage you to read through this guide carefully and reach out to us if you have any questions or concerns.

About Take Charge:

A group of Catholics in Mumbai came together 2 years ago to create a Centre of Excellence within the Archdiocese of Bombay. We felt that many of our youth needed mentoring to help them do better in life. We believe that individuals can make a difference to children simply by providing them this window of opportunity. We therefore started Take Charge with 2 goals:

- Instil a passion for excellence within our youth
- Encourage our youth to look at careers in the civil services.

Our program’s objectives include the following 4 areas – **Personality development, Academic support, Individual support and Career choices**. We launched our one-year pilot program with 40 mentor-mentee pairs in 2015. Having seen the success of our program last year, we are excited to launch a bigger batch of mentor-mentee pairs this year and with a longer mentoring engagement of 18 months!

About Mentor Me India:

Mentor Me India (MMI) was founded in early 2013 by a Harvard-India team passionate about expanding opportunities for children from low-income communities. Their mission is to help children reach their full potential by supporting enduring one-to-one relationships with strong role models.

MMI was inspired by organizations like the US-based Big Brothers Big Sisters that have demonstrated, for over 100 years, that one-to-one mentoring can positively impact children’s lives. Their pilot program kicked off in 2013 with 30 mentor-mentee pairs, where the mentees were girl students at a low-income public school in Dadar. Encouraged by the success of the pilot, they have expanded to other low-income schools, orphanages and shelter homes. So far MMI has been able to successfully

match over 400 mentor-mentee pairs across 12 centres in Mumbai. For its second year mentoring program, Take Charge has partnered with Mentor Me India to deliver this program to our mentors and mentees. The Take Charge-MMI collaboration is strongly committed to empowering you on your journey as a mentor, and to ensuring that both you and your mentee get the best possible outcomes from the next 18 months. A quick introduction to the MMI leadership team:

Manjot Kaur (Executive Director, Mentor Me India)

Manjot is a doctor and served as a medical officer in the Indian Navy for five years before getting an MBA from the Indian School of Business (ISB). Post her MBA, she worked as a consultant in Deloitte Consulting's healthcare practice before moving to the development sector at Clinton Health Access Initiative (CHAI). At CHAI, she worked in the areas of TB, HIV and Health Financing with governments in India and six African countries. She leads strategy and operations at MMI and can be reached at manjot@mentormeindia.org

Shweta Dandekar (Program Manager, Mentor Me India)

Shweta graduated from Tata Institute of Social Sciences (TISS) with a Master's degree in Social Work in Livelihoods and Social Entrepreneurship. Having worked with various CSR and non-governmental organizations across different sectors, she joined Mentor Me India in 2014 as its first Program Coordinator for 60 mentor-mentee pairs. She currently leads 300+ mentor-mentee pairs across 12 centres in Mumbai. You can reach out to her at shweta@mentormeindia.org

2. ABOUT MENTORING

An informal mentor provides coaching, listening, advice, sounding board reactions, or other help in an unstructured, casual manner. A formal mentor agrees to an ongoing, planned partnership that focuses on helping the mentee develop over a specified period of time.¹

As a mentor with the Take Charge project, you will start your mentoring journey by engaging in a formal mentoring relationship. As such, it is especially important to be clear about what your role is as a mentor and what it is not, as outlined below.

Your role as a mentor is to be a ...

- **LISTENER AND CONFIDANT**

Someone who takes the time to listen to the mentee and that the mentee can open up to about everything.

- **TRUSTED ADVISOR AND GUIDE**

Someone who deeply cares about the mentee and helps build the mentee's future through valuable advice.

- **MOTIVATOR AND ADVOCATE**

Someone who believes in the mentee, offers encouragement and brings out their best. Someone who the mentee can count on for support.

- **RESOURCE BROKER**

Someone who provides access to people and resources that support the mentee in his or her development.

- **OPPORTUNITY CREATOR**

Someone who exposes the mentee to different opportunities that are otherwise not available or known.

- **POSITIVE ROLE MODEL**

Someone who inspires the mentee through positive values and behaviour that the mentee wants to emulate.

- **FRIEND AND COMPANION**

Someone who the mentee likes to be with and who likes being with the mentee. A fun and adventurous partner.

¹ Taken from The Mentor's Guide, Phillips-Jones, Ph.D., Linda. Coalition of Counseling Centers (CCC/The Mentoring Group), Grass Valley, CA, 2000

It is NOT a mentor's role to be a ...

- **SUBSTITUTE PARENT**

A mentor should not replace the mentee's parents / guardians. A mentor recognizes that the parents / guardians are the ultimate authority in the mentee's life and supports the family structure. A mentor always respects any rules the caretakers may have, and does not take over the role of a parent, no matter how difficult home life can be for the mentee.

- **SOCIAL WORKER**

A social worker is a licensed professional with the necessary skills and training to assist in family issues, such as stressed relationships. If you believe there is something concern-worthy in your mentee's home life, you should share it with the Take Charge program coordinator and not assume the role of a social worker by attempting to solve the problem yourself.

- **PROFESSIONAL COUNSELLOR OR PSYCHOLOGIST**

A mentor is not a trained counsellor or psychologist and therefore should not take on that role. If you feel that your mentee needs professional psychological help or support, you must contact the Take Charge program coordinator immediately and not take matters into your own hands.

- **ATM/BANK**

A mentor-mentee relationship should not be about financial support. Even spending too much money during mentoring sessions may result in the mentee defining the relationship in that way, thereby not appreciating the true value of the mentoring relationship. If you believe your mentee needs financial support for his/her development, your proper role is to uncover the right resources such as scholarships or programs the mentee can participate in, which are sustainable in the longer term.

- **SAVIOUR**

A mentor is not a hero rescuing the mentee from the mentee's presumably adverse circumstances. Instead, a mentor should be a trusted friend who stands by the mentee's side and supports the mentee where needed, one that builds a mutual friendship and learns from the mentee as much as the mentee learns from them.

- **COOL PEER**

A mentor is not a substitute buddy. Although as a mentor you should strive to build a relationship that is based on equality and fun, you should not neglect your role of a more experienced advisor and positive role model.

3. THE TAKE CHARGE PROGRAM

Structure of the program

At its core Take Charge is a one-to-one community-based mentoring model. However, along the way, structured elements of support will be provided in your 18-month journey which includes activity suggestions, monthly check-ins with by the Program Coordinator, meet-ups designed for your mentees and conference calls to give you the platform to share your experiences with your fellow mentors. These structured elements are designed to help you and your mentee make the most of your one-to-one mentoring experience.

a. Objectives of the program

“True education does not consist merely in the acquiring of a few facts of science, history, literature, or art, but in the development of character.”

- David O. McKay

Take Charge has a holistic approach to mentoring. Because we want our mentees to become **well-rounded individuals**, we have defined **four objectives** for all your mentoring relationships.

Academic Support

Academics plays a critical role in the age group that your mentee belongs to. We believe that our mentees have different academic capabilities and aspirations that mentors can identify and set their mentees in the right direction with a lot of encouragement, especially to pursue non-traditional curriculum choices. Mentors are encouraged to focus on:

- Discussing the benefits of higher education and its direct linkage to jobs
- Assisting in inculcating strong study skills, effective study and time management plan.
- Developing responsible self-study habits
- Providing tactical academic support on specific topics to help the student perform better
- Motivating the mentee constantly to perform well

Personality Development

While academics plays an important role, we believe that a key factor in shaping a successful individual is his/her personality. This includes aspects like self-confidence, self-awareness, positive outlook and communication skills. Some specific aspects are:

- Improvement in basic social skills and etiquette
- Exposure to new and varied experiences and perspectives
- Inculcate values of responsibility and diligence
- Develop language and communication skills
- Develop an awareness of the world, including social issues
- Build a strong sense of citizenship

Individual Support

Many of our mentees may not have adequate support and guidance from their family and friends, which is why the role of the mentor becomes pivotal in their lives. This one-to-one mentoring opportunity will provide mentees with a role model, a trusted friend and a guide. As a mentor you can provide strong individual support by:

- Building a relationship based on trust and good will
- Understanding the mentee's hopes, aspirations, needs, issues, challenges, strengths & weaknesses
- Sharing personal experiences and life learnings
- Creating a burning desire to excel

Career choices

With numerous options available to the mentees today, the program aims at helping them make well-informed choices on their future careers. As a mentor, you can empower your mentee by:

- Discussing his/her career aspirations and share information based on interest & aspiration
- Providing him/her with necessary exposure to help make a well-informed decision
- Developing skills specific to job search (i.e. interview skills, CV writing)

b. Mentor training sessions and induction

The mentor training in October is critical to kicking off 18-month mentoring journey at Take Charge. This one day is designed to provide you, the mentor, with a 360° training on the program elements of mentoring with Take Charge and reinforce the tools you will need for effective mentoring, including communication skills and cultural sensitivity. In addition, it is a great place to start interacting with Take Charge, Mentor Me India team members as well as your fellow mentors.

During the induction phase in November, you and your mentee will meet for the first time and you will be a part of activities that will help you break the ice and form the foundation of your relationship. In addition to this, you will meet your mentee's parents and get to opportunity to introduce yourselves.

c. One-to-one sessions

After the induction phase, you and your mentee will be ready to build your one-to-one relationship according to you and your mentee's preferences and needs. **What you do, when, where** and **how often** (as long as it meets the minimum requirements of meeting at least once a month) is up to both of you. There are of course guidelines – see section 5.b *Guidelines for meetings with your mentee*.

In the beginning of your relationship, it is most important to get to know each other well and start establishing trust. This includes getting to know your mentee through various bond-building activities (please see the activity guide book) and spending time with your mentee's family to understand the context of his or her personality. In the first few meetings, you should explore your mentee's personality and find out which

of the four program objectives your mentee requires special focus on. **It is recommended that your first meeting should take place within the first two weeks of induction.** Our experience has shown that it helps keep the excitement in the mentor and mentee alive and set a great pace for the rest of the program.

It is also crucial to **set up ground rules** for your future interaction as well as a **basic structure** of your meetings early on. Ground rules could contain elements of reliability (e.g. always be on time for a session) or communication (e.g. encourage regular interactions but set expectations on response time and access). A basic structure of your meetings could be starting off with talking about how the week has been and what you did since the last time you met. You go on with the activities you planned or discussion points and at the end, wrap up with your mentee outlining key take-aways and insights and deciding on the date and topic for your next session.

Before your next session, it is highly recommended that you plan out a more detailed session depending on their personal and professional developmental goals (for more details, see the Activity Guide).

d. Other Support Elements of the Program

In order to ensure that your relationship with your mentee is going smoothly, we will continue to be with you every step of the way. Your primary point of contact for the next 18 months will be a designated **Program Coordinator** who will not only check-in with you on a monthly basis, but will also be your guide in case challenging situations (small or big) arise.

We will introduce you to the Take Charge App at the induction program, which is a tool to help you to schedule and track your mentoring sessions and helps the Program Coordinator to have an overview of the progress being made in all the mentoring engagements.

Other than this one-on-one support provided by the Program Coordinator, you will also get the opportunity to share your experiences and give us feedback through periodic **conference calls** that will be set up by us. This platform will enable you to connect with other mentors, see how they are doing and receive creative solutions to any issues you may be facing. You will also **stay connected** with your fellow mentors and the Take Charge team through Google Groups.

We will also hold periodic workshops for mentees on topics that are interesting for them so that there is shared learning and they get to build bonds with each other as well. Mentors who have expertise on these topics will be encouraged to volunteer their time to conduct these workshops

4. BUILDING RELATIONSHIPS

Often when relationships form naturally, a step-wise or structured approach is not thought of to ensure its success. With Take Charge, you and your mentee will be in a unique situation where two individuals from different age groups and different backgrounds will form a connection through the course of 18 months. Through initial induction, a platform will be provided to you and your mentee to form a foundation. However, it is also important to recognize the stages and elements necessary in this relationship for you to enjoy and learn together.

a. Building a successful relationship with your mentee

We have observed that a typical mentor-mentee relationship goes through 3 phases:

GETTING TO KNOW EACH OTHER

- The beginning of any relationship is often awkward, and mentoring relationships are no exception. Your first few months will focus on getting to know each other, exploring similar interests, discussing expectations, and starting to form norms and bonds that will shape the rest of your mentoring relationship.
- **Challenging and testing:** Once the mentoring relationship is off the ground, it is normal for your mentee to start testing the boundaries of the relationship. Particularly troubled mentees may do this even more, but as the mentor it falls upon you to show patience and understanding.

BUILD TRUST

- **Be there:** Meet with your mentee at least every other week, especially in the first two months of the mentoring year. Make sure they know you are always available for them and ready to help out. By showing up for regular meetings and being available, you send your mentee a strong message that you care and that your mentee is worth caring about.
- **Be absolutely reliable:** Promptly return all phone calls, texts or emails. Keep your word: call when you say you will. Do what you say you will. Be there when you say you will. Set expectations you can live up to – be open and honest about what you can and cannot do.
- **Keep confidentiality:** Everything your mentee tells you should remain confidential unless you are concerned that they are a danger to himself/herself or another person. Let your mentee know that anything they share will be confidential between the two of you, but also that you have a responsibility to alert someone if they share anything that presents a danger to themselves or another person.

EXPLORE OPPORTUNITIES

To set your mentee on a life path that they want to achieve, your next phase will involve setting goals for your relationship and exploring opportunities to fulfil those goals together. Often the best decisions are made if the mentee is aware of the opportunities available to him/her in order to make well-informed choices. We encourage you to use your experiences and networks to provide these opportunities.

Tips to create a bond of trust:

Listen – As a mentor, your willingness to listen is often more valuable than your ability to give advice. Allow your mentee to explore their thoughts and ideas openly with you.

- Ask open-ended questions
- Try reflective listening by summarizing what they said
- Listen twice as much as you speak

Encourage – Your job as a mentor is to be a source of encouragement for your mentee, someone who supports them throughout their life.

- Be positive
- Acknowledge achievements
- Empower rather than enable
- Be a positive role model

Be patient – Change takes time and remember that the smallest of actions will have considerable impact on your mentee in the long run. It's important to maintain high expectations from your mentee throughout your journey.

Be your authentic self – Trust comes when you open up about your life to your Mentee and help him/her relate to you. Don't shy away from sharing your struggles in life as it makes you a more real person to your Mentee.

Have fun! – Don't forget that this is an experience of a lifetime and it's very important to have fun along the way.

b. Guidelines for meetings with your mentee

These are some guidelines that will help you in your mentoring process. To ensure impact of our program, we require our mentors comply with them.

1. Choose the right type of activities

- **Try to keep the four objectives** of academic support, personality development, individual support and career choices **in mind** while you design the activities and experiences.
- **Keep financial expenditure on your sessions to bare minimum**, unless there is no alternative.

2. Choose places that are appropriate for your mentee

- **Try and meet close to your mentee's home or college**, especially for the first three to four months of your mentoring relationship.
- **Whenever you take them out, do pay attention to the messages a mentee might get through the visit to a place.** Exposure to places that encourage smoking or consumption of alcohol or drugs would be unacceptable. Ensure the places you select are safe for your mentee and have the approval of their parents

3. Meet your mentee regularly and *at least once a month*

- **Meet with your mentee *at least once a month for an hour or two.*** Since the building of any relationship takes time, we urge you to spend time twice a month with your mentee, particularly in the initial phase of the program.
- **Try to set aside a fixed time for your meetings with your mentee.** This will help set a routine that is aligned to your mentee's schedule and yours. Make sure you inform your mentee, ideally at least 24 hours in advance, if you need to reschedule a mentoring meeting.
- **Be aware that everything you do will make an impression on your mentee.** Your mentee might interpret some actions differently than how you intended them; for e.g., if you're constantly checking email during your meeting with your mentee, they might take that to mean that you're not interested in them, or are bored of them.

4. Focus on your one-to-one relationship before introducing your mentee to friends and family

- **First build a strong one-to-one relationship with your mentee before introducing them to your friends and family.** As a rule of thumb, do not start introducing friends/family before 3-6 months. The norm should always be that mentoring sessions are one-to-one.

c. Interacting with parents/guardians

Your mentee's parents / guardians in almost all cases are and will be some of the most important people in their lives. Building a relationship with them is crucial, as it will affect the smoothness of the mentoring relationship. We strongly believe that to change a child's life path, you cannot work in isolation. Parents / Guardians being one of the biggest influences on their life, make them your partner in this journey. Work together as much as possible to ensure a conducive environment for your mentee.

- **Interaction with parents / guardians should be a three-way process:** Ideally, all your interactions with parents / guardians should be jointly with your mentee so that the trust and bond between you and your mentee is maintained.
- **Operate with empathy and respect:** Parents / Guardians of your mentee might have ideas that may seem regressive to you. However, keep in mind that they may come from a different cultural / socioeconomic background and therefore may have

different values than you. You should always be open to their opinions and keep in mind that they are the ultimate decision-maker. Being empathetic helps foster the mentoring relationship and help you develop strong people skills in the bargain.

- **Communicate regularly:** Make sure that you *talk in more detail with the parents / guardians* at least three times during the year and that your mentee is present during such conversations so that the mentee does not think that you are siding with the parents / guardians.
- **Respect time:** Be punctual for the meetings with your mentee's parents / guardians.
- **Say no when inappropriate:** The parents / guardians might begin to depend on you for things that are not within your role as a mentor. Please understand when you should decline such asks and reach out to your Program Coordinator in case of any doubts.

If you have any concerns about your interaction with your mentee's parents/guardians, please contact your Program Coordinator.

d. Handling difficult situations

Over the course of your relationship with your mentee, you might encounter some difficult situations that could leave you confused and sometimes frustrated. Here are a few guidelines to help you navigate through sticky situations.

1. Breathe

Take some time to contemplate what your next step should be while facing a difficult situation. Think about the values inherent in our program, especially the role of the mentor, the advice for building a successful relationship, and the golden rules of the program. In general, taking a deep breath will ensure you respond to the situation instead of reacting and will minimize the risk of any regret in the future.

2. Focus on the mentee's potential

The relationship with your mentee may reach a road block if you are not fully focused on your mentee's aspirations and potential. This may happen due to some of your own self-beliefs and perspectives that are coming in the way of the relationship. Invest some time to look at the situation purely from your mentee's perspective and analyse your self-beliefs that may be causing the roadblock. Speak to a fellow mentor or to your Program Coordinator to explore ways to break through the road block

3. Collaborate

When in the midst of a situation that becomes difficult to handle by yourself, reach out to those who can help you. Reach out to the Program Coordinator or to key members of the Take Charge – MMI team to discuss any problem that you don't feel equipped to handle. In case you think something is not right, ask us and we will always be there to help you. You could also reach out to fellow mentors or your mentee's

parents / guardians to identify the best way forward or for moral support. In sum, you are not alone!

4. Deeper message

Thinking of the deeper implication of your response to a difficult situation can help you choose your next steps wisely. You are being watched by your mentee and potentially others involved as you negotiate the sticky situations. Hence, ensuring your actions reflect the right messages is crucial.

Here are some typical challenges you might face in your mentoring relationship:

a. Parents/Guardians expect mentor to take on roles of parents or other inappropriate roles

At certain occasions, your mentee's caretakers might expect you to take on their role or another role that you do not feel comfortable in. For example, they might expect you to attend a school meeting on their behalf or accompany the mentee to the doctor. The role of a mentor is not to be a substitute parent. Share with the guardian that you will not be willing to do what is asked. However, accompanying guardians at a school meeting to better understand your mentee's academic performance, or helping the mentee in a subject that is causing stress to them would be within your role as a mentor. In case you see value in the role you are asked to take on and are comfortable, you could use the occasion to explore new areas while still being careful of your boundaries.

b. Mentee seeks excessive attention

Your mentee might want to speak to and meet you too often. Your mentee might also call you more often than you feel comfortable with. You could both share your routines, schedules and commitments with each other. Let them know specifically what times are suitable for calls and how many a day/week. The best way to handle this situation would be to praise your mentee and hence give them a lot of attention when they are not asking for it. Tell them how much you appreciate them respecting your space.

c. Mentee seems inquisitive about personal experiences

Your mentee might be very interested in knowing about your personal relationships and areas that you may not feel comfortable sharing. They might ask you about the first time you were in a romantic relationship or your experiences with smoking, alcohol, drugs or any movies with adult content. It is possible that your mentee is only curious, but he/she may be trying to gauge what his/her response should be in case he/she faces a similar situation. You could ask your mentee if he/she is facing a similar situation and engage in a dialogue about the inappropriateness of such activities at a young age. You might tell him/her you do not feel comfortable sharing your personal experience, but would want to share your views. Ensure your views guide your mentee

in a direction that is culturally/socially/religiously appropriate in the mentee's context, it is legal and in alignment with broader value systems.

e. Handling crises situations

Unlike these more typical difficult situations that we trust you to navigate through wisely, the following situations are "crises" that require immediate attention and intervention of Take Charge – Mentor Me India and other experts.

a) Abuse and neglect

b) Health problems

c) Drug and alcohol abuse or dependency

d) Engagement in severely violent activities

e) Arrest/extensive delinquency

f) Mental illness

g) Physical or other trauma

h) Depression/suicidal thoughts or behaviour

g) Mentees as offenders in cases of abuse

h) Mentee engages in harmful activities under peer pressure

As you are not trained as a professional counsellor or a legal authority, if you suspect or your mentee discloses any of the above scenarios to you, it is critical that you immediately notify the Take Charge programme coordinator, who, along with the mentee's parents, will decide on the appropriate action and provide you and your mentee with the proper support.

In above scenarios, it is especially important that you maintain confidentiality. Only share this information with the program coordinator, not with other mentors/mentees, or with anyone outside of the programme.

In response to abuse, remain calm and tell your mentee that you believe in her/him. Validate your mentee's feelings, and let them know that they have the right to be safe. If needed, reiterate that you will need to report to the program coordinator and the mentee's parents, because you care about their safety. Do not question them or try to get more information out of them – they will share as much as they feel comfortable sharing. Remember again that you are not trained to handle such situations. Do not blame your mentee.

Of the scenarios above, a) abuse and neglect may be most common. Hence, we discuss in depth the different types of abuse/neglect (see next page):

TYPE OF ABUSE	WHAT IS IT?	SIGNS
NEGLECT	The failure to provide for the child's basic needs , such as nutrition, clothing, shelter, supervision, medical care, schooling, special educational needs, or emotional support and love. Neglect is different from poverty.	Consistently bad hygiene, untreated illness and physical injuries, frequent absence from school
EMOTIONAL	Behaviour that impairs a child's emotional development and positive sense of self. Includes the presence of a pattern of degrading language and/or behaviours, such as profanity, belittling, criticism, rejection and threats. Includes the absence of a pattern of supporting language and/or behaviours, such as pride in the child, praise and expressions of love and concern.	Excessive withdrawal, fear or anxiety about doing something wrong, showing extremes in behaviour, not seeming attached to the parent or guardian, and acting either inappropriately adult or immature
PHYSICAL	Inflicting of injury upon a child, such as hitting, burning, punching, shaking, kicking, or beating.	Frequent injuries or unexpected bruises, welts or cuts, mentee always watchful and "on alert," as if waiting for something bad to happen, shying away from touch, flinches at sudden movements or seems afraid to go home, or wears inappropriate clothing that suggests covering up injuries
SEXUAL	Any sexual contact or experience with a child. The act may be coercive or exploitative . Examples include fondling, forcing the child to fondle the adult, intercourse, incest, exhibitionism, and sexual exploitation.	Trouble walking or sitting, inappropriate interest in or knowledge of sexual acts, over-compliance or excessive aggression
WITNESSING DOMESTIC VIOLENCE	Witnessing domestic abuse can have a very similar effect to actual abuse and should be taken just as seriously.	Low self-esteem, display changes in eating patterns, anxiety, poor school performance, and have frequent headaches or stomach problems.

5. THE 9 GOLDEN RULES

1. Keep you Program Coordinator updated about all your meetings.
2. Be sensitive to your Mentee and his/her surroundings.
3. Do not contribute to your Mentee's life financially.
4. Respond to all our emails, WhatsApp messages and calls.
5. Attend sessions designed for you as it will enable you to be better Mentors.
6. Please keep information about your Mentee confidential and share it only with your Program Coordinator.
7. Take initiative to schedule your one-to-one meetings with your Mentee.
8. Stay committed and remember why you joined the program if things get difficult.
9. Be there for your Mentee.

This content for this handbook has been developed by the MMI team for the Take Charge project and should not be reproduced in any form without MMI's permission.

**“Our deepest fear is not that we are inadequate.
Our deepest fear is that we are powerful beyond measure.
It is our light, not our darkness, that most frightens us.”**

- Timo Cruz, Coach Carter (2005)