

EACE Annual Conference| Sample Session Proposal

Illustrative example only. All presenter details and program examples are fictional.

Session Title

Mentoring That Works: Partnering Across your Organization

Presenter Bio (Sample)

Alex Morgan is a career development professional with experience supporting student success, employer engagement, and staff development in higher education. Alex collaborates with colleagues across campus to strengthen professional learning and create more accessible opportunities for mentorship and career growth. Their work focuses on practical strategies that help individuals and teams build meaningful connections.

Prior Presentation or Facilitation Experience (Sample)

Alex facilitated professional development workshops, cross-departmental staff discussions, and interactive training sessions on mentoring, collaboration, and career readiness. These experiences include both in-person and virtual formats, with an emphasis on participant engagement and actionable takeaways. Presenters who are new to conference speaking may describe relevant facilitation, teaching, or project leadership experience.

Session Description

Mentoring can support professional growth, employee engagement, and stronger collaboration across career services and higher education teams. Yet access to meaningful mentoring is not always consistent, especially across roles, career stages, and hybrid work environments. This interactive session explores how institutions can design a flexible, inclusive mentoring initiative using clear goals, accessible participation pathways, and realistic measures of success. Participants will examine a fictional pilot scenario, discuss common implementation challenges, and leave with a practical starting framework they can adapt to their own organizations.

Learning Objectives

1. Identify at least three elements of an effective and inclusive mentoring initiative, including clear expectations, mutual learning, and accessible participation.
2. Outline the initial steps for launching a small mentoring pilot, including recruitment, matching, orientation, and feedback.
3. Assess whether the model is feasible in their institutional setting and identify one practical adaptation, resource, and measure of success.

Session Outline (60-Minute Example)

- **0-10 minutes** —Welcome, goals, and brief participant reflection: What makes mentoring meaningful?
- **10-20 minutes** — Core concepts: mentoring models, roles, boundaries, and inclusive access.

- **20-35 minutes** — Small-group activity: Review a fictional mentoring pilot scenario and identify barriers and opportunities.
- **35-45 minutes** — Practical design: Recruitment, matching, expectations, and a manageable pilot timeline.
- **45-55 minutes** — Individual action planning: Draft one next step and a simple way to evaluate progress.
- **55-60 minutes** — Questions, resources, and key takeaways.

Platforms, Tools, and Resources (Illustrative)

Potential tools include Microsoft Teams or Zoom for virtual mentoring conversations; Google Forms or Microsoft Forms for interest surveys, matching preferences, and feedback; and an access-controlled spreadsheet for tracking participation and milestones.

Institutional Fit, Adaptation, and Scalability

The model may be adapted by community colleges, small private colleges, regional public universities, research universities, and multi-campus systems.

Replication would depend on local staff capacity, participant interest, leadership support, accessibility needs, and policies governing data collection

Alignment with EACE's Commitment to Inclusion and Belonging

This session emphasizes equitable access to professional development and mentoring, including for professionals who may have limited informal networks or opportunities for advancement. The proposed activities invite multiple perspectives, encourage respectful participation, and highlight flexible mentoring models that can be adapted to different institutional contexts and resource levels. Participants will consider how transparent recruitment, thoughtful matching, and ongoing feedback can help create a stronger sense of connection and belonging.

Participant Engagement and Takeaways

Participants will complete a short reflection, contribute to a small-group scenario discussion, and draft a one-step mentoring action plan. Take-home examples include a pilot-planning checklist, sample matching questions, mentoring conversation prompts, and a simple feedback survey.