



## MENTORSHIP PROGRAM GUIDE: GETTING STARTED AND SETUP

Welcome, destination and industry professionals! Thank you for choosing to take the next step in your mentorship journey with Destinations International's Mentorship Program.

The Destinations International Mentorship Program is built for destination organizations and partners around the world. It offers a centralized, secure space where professionals can connect, exchange industry insights, and build meaningful relationships. Designed to foster both connection and growth, the program enables structured, flexible, and high-impact mentorship experiences across all levels of the industry.

**Following this checklist will help you build a strong profile, connect effortlessly, and start your mentorship journey with confidence!**

### LET'S START BY BUILDING YOUR ROADMAP TOWARD SUCCESS

**To help you get ready for a successful experience, here are our recommended steps to getting started:**

- ☐ If you haven't yet, set up your account on Upnotch.com: <https://shortlink.upnotch.com/cRNBdalewUb>.
- ☐ Upload a profile picture.
- ☐ Add your current employment status.
- ☐ Add your bio.
- ☐ Add your education details, certifications, etc.
- ☐ Highlight your interests, skills, and languages.
- ☐ Refine your pre-written bios to reflect your unique professional brand.
- ☐ For a seamless experience, be sure to sync your calendar to maximize scheduling opportunities and adjust notifications to your liking.
- ☐ If you intend to engage as a mentee, consider specific goals you want to accomplish. Add them into your account.
- ☐ Download the Upnotch app for maximum connection! This ensures that no notification ever gets lost in your inbox.

*Thank you to the Destinations International Advisory Leadership Board for developing this resource guide.*

## MENTORSHIP PROGRAM GUIDE: BUILDING YOUR CONNECTIONS

Now that your profile is built, the next three to four weeks will be dedicated to proactively finding and initiating connections with potential mentors or mentees. Here's a suggested week-by-week approach:

### WEEK 1 - PLAN YOUR GOALS AND INSPIRING NEXT STEPS

- ☐ Establish 1-3 specific, measurable goals (e.g., "Learn how to collaborate effectively with destination partners").
- ☐ Look for mentor inspo! Watch 2-3 short mentor clips.

### WEEK 2 - GET OUT THERE AND MAKE CONNECTIONS

- ☐ Make a short, engaging post in the community, welcoming others and stating your primary goal for joining.
- ☐ Find your matches using the AI Match suggestions in the general Members Directory. Select 5-7 profiles that strongly align with your goals.
- ☐ Add 3-5 of these profiles to your personal tracking list.

### WEEK 3 - OUTREACH AND ENGAGEMENT

- ☐ Write out a personal message to the mentor or mentee. Prioritize quality over quantity. Look up their interests and how that connects with yours. Below are some best practices:
  - ☐ Ensure your message is short but meaningful.
  - ☐ Identify one interest or experience you share and briefly highlight that overlap to establish rapport.
  - ☐ Find a way to clearly communicate why you're excited to connect or what you hope to learn.
  - ☐ Keep your message tight; save the deeper conversations for your first meeting.
- ☐ Remember, check your inbox every other day and notifications. Accept any incoming requests and respond to any messages received from potential matches in your web browser or the Upnotch app.
- ☐ Prepare for your first conversation. Review recommendations on to be a great mentor or mentee: [Mentor and Mentee Guides](#).

### WEEK 4 - GET TO CONNECTING!

- ☐ Schedule your first call, develop a small agenda, focusing on your simple items such as introductions, expectations, mutual goals, and overall interests.
  - ☐ Use the first session guide to help you brainstorm ideas for conversation: [First Session Guide](#)
- ☐ After the call, immediately log the key takeaways or agreed-upon next steps in the My Goals section of the platform. Be sure to mark your session as complete on the platform.

## MENTORSHIP PROGRAM GUIDE: REFLECTING AND GOAL SETTING

Now that you've settled into the Destinations International (DI) Mentorship Program, continue building momentum! Use the relationships you've built to foster long term connections. This is key for establishing the patterns that will make your mentorship experience a sustainable source of growth and impact.

### WEEK 1: REFLECT ON PROGRESS AND IMPACT

**Take a moment to look back and accurately measure the progress you've made. This reflection ensures the relationship remains aligned with your overall growth goals.**

- ☐ **Check Your Impact:** Take time to review your profile and goals. Ensure the progress documented accurately reflects the work you have done and the outcomes achieved during the initial phase.
- ☐ **Validate Alignment:** Review your goals to ensure they still align with what you need for continued growth and that your profile reflects the current reality of your journey.
- ☐ **Track Accomplishments:** Wherever possible, track your progress and update your initial goals to completion.

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### WEEK 2: CONTINUE TO SET GOALS AND BUILD SUSTAINABLE RELATIONSHIPS

**A truly sustainable mentorship requires proactive planning and commitment to future growth. Treat your relationship like a long-term project with clear phases and destinations.**

- ☐ Proactively schedule your recurring meetings with your mentor or mentee well into the future (e.g., the next 3-6 meetings).
- ☐ Add a tentative agenda to future mentorship meetings that will help guide your conversations toward higher-level strategic goals and the sustainable evolution of your connection.
- ☐ Where and as needed, expand your community further by engaging with new mentors and mentees.

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### WEEK 3: CONTINUE TO CONTRIBUTE TO THE COMMUNITY

**The DI Mentorship Program is part of a vital ecosystem for our industry. To ensure this network continues for years to come and remains a sustainable source of mentorship, follow the steps below:**

- ☐ **Share Your Journey:** Find ways to contribute to the platform. Write something regarding your experience in the Post section, focusing on how you successfully established the relationship and plan to sustain it.
- ☐ **Seek Common Ground:** Attending an upcoming industry event? Working through a challenging problem? Send a post to engage across the entire mentorship network.
- ☐ **Encourage Development:** Provide an encouraging comment or share a piece of advice to help others start their journey towards a long-lasting mentorship.
- ☐ **Record a Mentor Clip:** Are you a mentor? Under the mentor clips tab, look at various questions submitted from the community and record a short video in response.