

Instructions for Mentors & Mentees



Visit <https://bgcantor.mentorease.com>



Register ← About The Program How It Works Contact Us Provide Feedback



LOG IN

EMAIL

PASSWORD

☐ REMEMBER ME

LOGIN

Reset Password

Register to create an account

About the Programme

The aim of the BGC & Cantor Group Mentoring Programme is to help employees within our Firm make positive connections, expand their networks, and work towards personal goals.

Mentoring is a relationship where someone with more experience or knowledge of a certain topic (mentor) helps guide the learning and growth of someone with less



APPLY TO BECOME:

MENTOR

MENTEE

**Register as a
Mentor
or
Mentee**



← Dashboard

MENTOR PROFILE

Contact Information

First Name *

Last Name *

Office Email Address *

Linkedin

Region (City) *

Office location (Street) *



Complete the registration form

Security questions

What was the first concert you attended? *

What city/town were you born in? *

What is your mother's maiden name? *

Mentoring agreement

☐ I agree to the [Mentorship Agreement](#)

☐ I agree to the [Privacy Policy](#)

☐ I agree to the [Code of Conduct](#)

CLICK TO CONTINUE

← To complete the form
you need to accept the

- * **Mentoring Agreement**
- * **Privacy Policy**
- * **Code of Conduct**

BGC & Cantor Group
Mentoring Programme



MENTORSHIP AGREEMENT (TERMS OF USE)

The BGC & Cantor Group Mentoring Programme supports staff throughout their career at BGC & Cantor Group. Mentees are matched with a mentor who has more experience in particular topics of interest. The goal is to help mentees with professional development, overcoming obstacles, succeed and grow with the company. By participating in the programme, I agree to the following terms and conditions:

* I understand that I am voluntarily entering into a mutually beneficial relationship. I agree to meet with my mentoring partner to meet as needed and

BGC & Cantor Group
Mentoring Programme



PRIVACY POLICY

The BGC & Cantor Group Mentoring Programme is managed using a web application (Platform) called MentorEase that has been customized especially for this programme. MentorEase is a web-based mentoring software product of Giant Step Inc. ("MentorEase" or "we"). The software may be used on a web browser or using a mobile app downloaded from the Apple App Store, Google Play Store or similar ("App").

MentorEase is dedicated to maintaining high standards of confidentiality and privacy regarding the Personal Information received from Mentors, Mentees

BGC & Cantor Group
Mentoring Programme



CODE OF CONDUCT

Participation in the BGC & Cantor Group Mentoring Programme requires consent to the following agreement:

1. Consent to the collection, use and disclosure of personal information

In order to participate in the mentoring programme some mentee's personal information needs to be collected and shared with potential mentor/s. The information is collected only for the purposes of effective delivery of the program and will not be shared with third-parties except as required by law and detailed in the Privacy Policy.

The personal information is collected to determine your programme eligibility, to match mentors and mentees, to facilitate communication and programme reviews.

Data will be secured using multiple web security procedures and compliant according to all applicable laws.

By agreeing to participate in the program you agree with the terms of the Consent to the collection, use and disclosure of personal information for the

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR

GIL KATZ

BGC & Cantor Group Mentoring Programme

CONNECT WITH YOUR
MENTEE



PROFILE



JOURNAL



RESOURCES

LOGOUT

← This is your
Mentoring Dashboard

Click **Profile**
to upload
photo or edit
your profile →

← Back

EDIT MY PROFILE



Gil Katz

Mentor

Executive Managing
Director

(GMT-05:00) Eastern
Time (US & Canada)

test97789@eyalkatz.com

EDIT/VIEW MY FORMS

Upload photo (optional):

CHOOSE FILE

(ideal pic size is 300px X 300px)

SAVE

Logout

← **Edit** your profile details

← **Upload** profile photo

← Dashboard

MENTOR PROFILE FOR GIL

Contact Information

First Name *

Gil

...

Last Name *

Katz

Office Email Address *

test97789@eyalkatz.com

Linkedin

https://www.linkedin.com/in/gilkatz

Region (City) *

London

Office location (Street) *

You can edit your
profile and **Save** at
the bottom

or click **Dashboard**
to get back to your
Dashaboard without
editing

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentee** profile for the BGC & Cantor Group Mentoring Programme.

[Create a **Mentor** profile for the BGC & Cantor Group Mentoring Programme.](#)

These are the profiles made for email: test42529@eyalkatz.com-test

Click [here](#) to view possible mentors.

HELLO MENTEE
GWEN SMITH

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTOR



PROFILE



JOURNAL



RESOURCES

If you are a Mentee,
click here to select
a Mentor

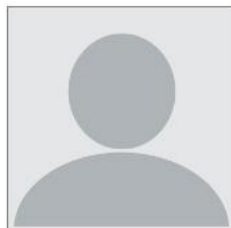
← Back

SELECT MENTOR

Your top 5 recommended mentor matches are listed in the top row of the list below. Select any mentor below to invite them to match.

Office Location ▼

Brand ▼



First Name Last Name

Company
Mentor Skills

SELECT

View Profile

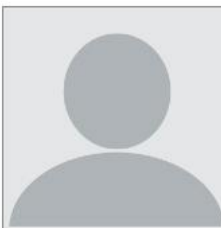


Alan Purser

Communication, People
& Team Management,
Technical skills, Other
development

SELECT

View Profile

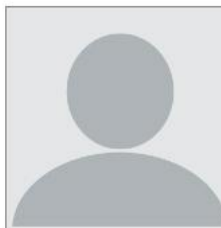


Alessandra Annoscia

Technical skills, Other
development,
Negotiation

SELECT

View Profile

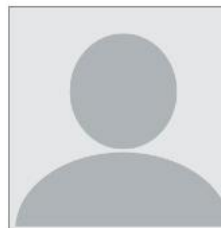


Alexandra Kloss

Leadership,
Communication,
Negotiation, People &
Team Management,
Project management,
Strategic planning

SELECT

View Profile

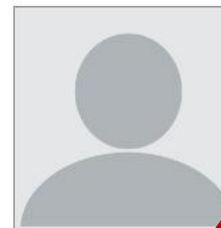


Anand Gudka

Stakeholder
management,
Communication

SELECT

View Profile

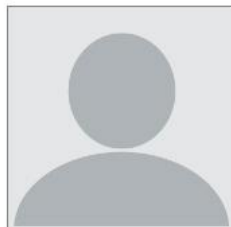


Andrea Lucas

Technical skills,
Negotiation

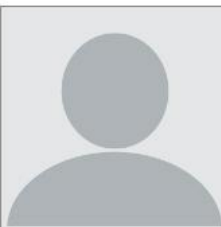
SELECT

View Profile



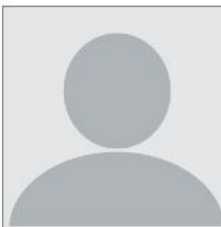
Andrew Carter

Leadership,
Communication, People



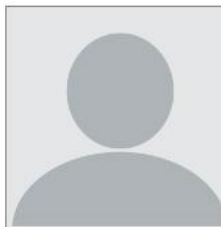
Andy sinfield

Leadership,
Communication, People



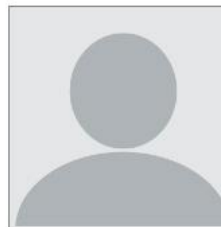
Arran Rowsell

Leadership,
Communication



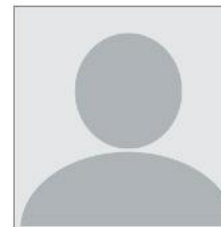
B McDougall

Leadership,
Communication



Daniel Coker

Leadership,
Communication, People



David Thomas

Stakeholder
management, People &

Browse through
mentors

Filter by categories

Click **View Profile** to
read about them in a
pop-up

Select a Mentor

They will get an email
to approve or decline
and you will get an
email once they
respond

If you would like to cancel your request to have Gil Katz as your mentor click [here](#).

HELLO MENTEE
GWEN SMITH

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTOR



PROFILE



JOURNAL



RESOURCES

LOGOUT

Need help? Get in touch →

These are the profiles made for email: test42529@eyalkatz.com-test

You can cancel your request before the potential Mentor accepts by clicking here

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR

GIL KATZ

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTEE



PROFILE



MENTORING CHECKLIST



GOALS & FEEDBACK



JOURNAL



RESOURCES

LOGOUT

Once matched, click on
Connect with your Mentee

or if you are a Mentee, click on
Connect with your Mentor

← Back

MENTORSHIP DASHBOARD

Match	First Name	Email	Actions
active	Gwen	test42529@eyalkatz.com-test	View Profile



Gwen Smith

Mentee

test42529@eyalkatz.com-test

Intern

Europe/London

[Send Message](#)

Region

Click to **Send
a Message**

**List of your Mentees
- click on each to see their
profile and contact them**

Your Mentee

Their contact info

Their profile details

**Send a message in the pop-up to your Mentee (or Mentor).
They will get an email with the message. Then click Reply and it will email you.**

BGC & Cantor Group
Mentoring Programme



← Back

Send a message to Gwen Smith



subject

your message here

SEND



Gwen Smith

Mentee

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR

GIL KATZ

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTEE



PROFILE



MENTORING CHECKLIST



GOALS & FEEDBACK



JOURNAL



RESOURCES

LOGOUT

Click **Resources**
to view Mentoring
Resources

Mentoring Resources (1-page PDFs)

[← Back](#)

RESOURCES

Mentee Resources

First Meeting
Checklist

General
Communication
Styles

How to Set
Mentoring
Goals

Ice Breaker
Questions

Mentee Tips
to Using
Your
Personal
Journal

Mentee Do's
and Don'ts

Task
Planning
Tips for
Mentees

Top Tips to
Becoming
a Great
Mentee!

Mentor Resources

Mentor Do's
and Don'ts

Top 10
Mentoring

Questions to
Ask Mentees

HOW TO SET MENTORING GOALS

Spend time thinking about what goals you want to set, to work towards during the mentoring relationship.

What's a good number of goals to have? More than 1 but less than 6 is good. Don't over-commit – less is sometimes best.

Some examples of goals:

- "Build a professional network"
- "To learn more about an industry or market sector"
- "I'd like to build my confidence"
- "Be able to build a life / work balance"
- "Learn people skills"
- "Develop my networking skills"
- "Learn more about what it's actually like in the workplace"
- "Learn about the different career paths that might be open for me"

HOW TO MAKE YOUR GOALS SMART:

S	SPECIFIC	Clear, meaningful goals
M	MEASURABLE	Easy to measure progress and completion
A	ATTAINABLE	Realistic goals
R	RELEVANT	Goals that move you forwards
T	TIMELY	Set a deadline

RECORDING GOALS

- + Reinforces commitment to complete them
- + Creates a clear plan
- + Makes it easier to follow

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR
GIL KATZ

BGC & Cantor Group Mentoring Programme




CONNECT WITH YOUR
MENTEE




PROFILE


MENTORING CHECKLIST


GOALS & FEEDBACK


JOURNAL


RESOURCES

LOGOUT

The **Journal** is for
taking notes at
meetings (optional)

Add a **Journal Entry**
and Save at the
bottom

It will appear here

← BACK

MY JOURNAL

To be used at any time over the course of your mentorship.

This journal is your personal place to capture your thoughts, commitments and learnings from your meetings. Your Mentor does not have access to your notes here. Use it for reminders and meeting reviews.

Journal Entries:

#78 12/20/2023 3:00 pm - 4:00 pm
London x edit

Edit Journal Entry #78:

Add Entry

Details following my Meeting with my Match

London

December ▼

20 ▼

2023 ▼

3:00 ▼

PM ▼

4:00 ▼

AM ▼

Meeting Notes

(Avoid writing personal details)

Read the book about presentation skills

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR

GIL KATZ

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTEE



PROFILE



MENTORING CHECKLIST



GOALS & FEEDBACK



JOURNAL



RESOURCES

LOGOUT

Mentoring Checklist
to prepare for the first
meeting and beyond

← BACK

MENTORSHIP CHECKLIST

My Mentorship Checklist with Gwen Smith:

PREPARE PLAN

1. PREPARE: YOUR FIRST MEETING

MENTOR

- ☐ Send introduction Message and offer a Date/Time for the first meeting
- ☐ Get ready for the first meeting. Use the Preparation Checklist below, and read the Tips

Preparation Checklist

- ☐ Double check the time of the meeting. Make sure it's in the same time zone if it's virtual.
- ☐ If you are meeting in person, Google the address if it's at a coffee shop or a public place. Make sure it's the right location.
- ☐ If you've been sent a Bio, CV or Resume of your mentee - make sure to review it thoroughly. Maybe Google some of the places they worked or studied to get a feel for your new mentor's background.

SAVE

**Mentoring Checklist
to prepare for the first
meeting and beyond**

← BACK

MENTORSHIP CHECKLIST

My Mentorship Checklist with Gwen Smith:

PREPARE

PLAN

2. PLAN: GOAL SETTING DISCUSSION WITH YOUR MENTOR

Below the page has 2 sides, one for you and one for your match. Please fill the item on your side on the left, and you will see your match's entries on the right.

MENTOR

MENTEE

Best Availability

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Meeting Frequency

☐ Bi-Weekly

☐ Bi-Weekly

**Mentoring Checklist
to prepare for the first
meeting and beyond**

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR

GIL KATZ

BGC & Cantor Group Mentoring Programme



CONNECT WITH YOUR
MENTEE



PROFILE



MENTORING CHECKLIST



GOALS & FEEDBACK



JOURNAL



RESOURCES

LOGOUT

Goals & Feedback to
define goals, tasks
and get feedback

← BACK

MENTORSHIP GOALS AND FEEDBACK

Mentoring Goals and Feedback with Gwen Smith:

Mentor to provide feedback on progress of goals and tasks
(to be completed after mentee goals are set)

Mentee and Mentor to complete together

Feedback on Goal #1

Feedback on tasks for Goal #1:

Goal #1

Tasks to Achieve Goal #1:

Feedback on Goal #2

Feedback on tasks for Goal #2:

Goal #2

Tasks to Achieve Goal #2:

**Goals & Feedback to
define goals, tasks
and get feedback**

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

[Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.](#)

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR
GIL KATZ



BGC & Cantor Group Mentoring Programme

CONNECT WITH YOUR
MENTEE



PROFILE



MENTORING CHECKLIST



GOALS & FEEDBACK



JOURNAL



RESOURCES

LOGOUT

Logout button

**Need help? Click here to email
diversity_inclusion@bgcg.com**

Need help? Get in touch →

Announcement

Welcome to our Mentorship Program!

My Profiles

You are viewing your **Mentor** profile for the **BGC & Cantor Group Mentoring Programme**.

Create a **Mentee** profile for the **BGC & Cantor Group Mentoring Programme**.

These are the profiles made for email: test97789@eyalkatz.com

HELLO MENTOR
GIL KATZ

BGC & Cantor Group Mentoring Programme

CONNECT WITH YOUR
MENTEE



If you need to create a second profile - to be both mentor and mentee - click in **My Profiles** to **Create** the secondary account.

Then you will need to click on the **Switch link** to switch back and forth between the 2 profiles.

Note that the new profile will also need to be completed - click on **Profile** and edit the profile details before you can be matched on the new profile.

Password Reset



Just let us know the email you use to sign in and we'll help you get your password back.

Email

SEND RESET EMAIL

Need help? Get in touch →

LOG IN

EMAIL

PASSWORD

☐ REMEMBER ME

LOGIN

Reset Password

Reset Password

To change your password click here