

Email Template for Rolling out Hotshot-Based Mentor/Mentee Program Learning Tracks

Subject: Your Mentorship Program Learning Track: First Quarter Curriculum

Dear [Mentor/Mentee],

To help structure your mentorship discussions this quarter, we've created a Hotshot learning track that covers foundational [Practice Area] concepts. We recommend watching one of the assigned tracks before each mentorship meeting to ensure productive discussions. We've included a sample schedule that you and your mentee are welcome to follow. The first module focuses on [Topic] and should be completed before your meeting on [Date]. You can access the full learning track by logging into Hotshot and clicking on "[Track Name]".

Thank you