THE EITA MENTORSHIP FRAMEWORK

Actionable Toolkits for Executive Presence, Cross-Generational Leadership & Community Impact

Experience Is The Advantage Foundation

A practical field guide for experienced women 45+, emerging leaders, mentors, sponsors, and community partners.

Core belief: Experience is an asset. Sharing it multiplies opportunity.

How to Use This Framework

This guide is designed for a 90-day mentoring cycle, either one-to-one or in a small cohort. Complete the baseline assessment, agree on measurable outcomes, meet twice monthly, and close with a documented impact review. Mentorship is reciprocal: every participant contributes expertise and learns.

The EITA 5-Part Model

- **1. Align:** Clarify purpose, expectations, boundaries, and success measures.
- **2. Elevate:** Practice executive presence, strategic communication, and influence.
- **3. Exchange:** Transfer institutional wisdom and emerging tools in both directions.
- **4. Activate:** Complete a real-world leadership or community-impact project.
- **5. Sustain:** Evaluate progress, expand sponsorship, and build a lasting network.

Suggested 90-Day Cadence

Period	Focus	Deliverable
Weeks 1–2	Matching and baseline	Mentorship agreement + goal scorecard
Weeks 3–6	Presence and communication	Leadership story + observed practice
Weeks 7–10	Reverse mentoring and project	Innovation pilot + stakeholder feedback
Weeks 11–13	Impact and continuity	Impact report + next 90-day plan

Toolkit 1 | Mentorship Readiness Assessment

Rate each statement from 1 (not yet) to 5 (consistently). Use the scores to select two development priorities.

Competency	Score 1–5	Evidence or growth need
I can articulate my leadership value.	_____	_____
I speak with clarity in high-stakes settings.	_____	_____
I seek and act on candid feedback.	_____	_____
I collaborate across generations.	_____	_____
I share knowledge without gatekeeping.	_____	_____
I have an active sponsor or advocate.	_____	_____
I can measure my community impact.	_____	_____

Reflection

My two highest-leverage growth areas are:

_____

_____

What I can teach others right now:

_____

_____

Toolkit 2 | Executive Presence in Action

Executive presence is not a personality type. It is the repeatable practice of communicating sound judgment, confidence, credibility, and care.

• **Clarity:** Lead with the decision or recommendation, then the evidence and next step.

• **Composure:** Pause before responding; ask one clarifying question under pressure.

• **Credibility:** Use specific outcomes, tradeoffs, and lessons learned.

• **Visibility:** Contribute in meetings and document follow-through.

• **Authenticity:** Keep your natural voice; do not imitate someone else's style.

The 60-Second Leadership Introduction

Template: "I help [audience] achieve [outcome] through [distinctive expertise]. A result I am proud of is [measurable example]. I am now focused on [next chapter], and I welcome collaboration on [specific opportunity]."

Draft your introduction:

_____

_____

_____

_____

Meeting Influence Checklist

• Before: define the decision, your recommendation, and one question.

• During: contribute early, connect your point to a business or community outcome.

• After: send a concise recap with owner, deadline, and next action.

Toolkit 3 | Cross-Generational Leadership

Avoid assumptions based on age. Ask each person about their preferences, expertise, and goals. Structure learning in both directions.

Experienced leader shares	Emerging leader shares
Stakeholder judgment and risk awareness	New platforms, tools, and digital practices
Institutional context and relationship building	Changing audience and customer expectations
Negotiation, resilience, and ethical dilemmas	Fresh workflows and experimentation

Reciprocal Mentorship Session (45 minutes)

• 5 min: check-in and progress since last meeting

• 10 min: experienced leader shares a case and decision logic

• 10 min: emerging leader demonstrates a new method or tool

• 15 min: jointly apply both perspectives to a real challenge

• 5 min: agree on one action each and a follow-up date

Communication Agreement

Preferred channel: _____ Response window: _____

Meeting frequency: _____ Feedback preference: _____

Confidentiality boundaries and escalation route:

_____

_____

_____

Toolkit 4 | Mentor-Mentee Partnership Charter

Agreement item	Fill in together
Purpose	_____
90-day goal	_____
Meeting schedule	_____
Responsibilities	_____
Confidentiality limits	_____
How we handle missed meetings	_____
What success looks like	_____

Questions for the First Meeting

• What experience or perspective would be most valuable to exchange?

• What challenge feels urgent, and what is within our control?

• What assumptions should we test rather than accept?

• What support is needed beyond mentoring, such as sponsorship or training?

Mentor signature: _____ Mentee signature: _____

Date: _____

Toolkit 5 | Sponsorship and Opportunity Access

A mentor offers guidance. A sponsor uses influence to advocate for access, visibility, and opportunity. Both matter, but neither guarantees an outcome.

Opportunity Map

Opportunity	Decision-maker / connector	My next action
Board or committee service	_____	_____
Speaking or facilitation	_____	_____
Leadership project	_____	_____
Cross-industry partnership	_____	_____

Advocacy Request Script

“I am exploring [specific opportunity]. My experience in [area] has led to [outcome]. Would you be comfortable introducing me to [person or group], or advising me on how to position myself?”

Relationship Maintenance

• Follow up within one week of a meaningful introduction.

• Share a short progress update and acknowledge contributions.

• Offer value back through insight, introductions, or service.

Toolkit 6 | Community Impact Project Canvas

Translate leadership development into a visible, measurable contribution. Choose one achievable 30–60 day project.

Prompt	Working answer
Community need and evidence	_____
People served and partners	_____
Specific intervention	_____
Resources and budget	_____
Success metric and baseline	_____
Risks and safeguards	_____
Owner and due date	_____

Examples Across Industries

- **Education:** mentor first-generation career entrants; measure attendance and completed career plans.
- **Technology:** host a practical digital-skills clinic; measure participants who complete a task independently.
- **Business:** provide entrepreneur office hours; measure completed pricing or cash-flow plans.
- **Healthcare:** partner on nonclinical career pathways; measure referrals and training enrollment.

Toolkit 7 | Facilitation Guide for EITA Cohorts

90-minute workshop agenda

Minutes	Activity	Facilitator direction
0–10	Welcome + purpose	Invite participants to name one strength they bring.
10–25	Readiness assessment	Have each person select two growth goals.
25–45	Executive presence lab	Practice 60-second introductions in pairs.
45–65	Reciprocal exchange	Pair participants to trade one skill and one insight.
65–80	Impact canvas	Draft a small community project with one metric.
80–90	Commitments	Set meeting dates and 30-day deliverables.

Facilitator Prompts

• Where does lived experience improve judgment or reduce risk?

• What new practice could make that experience more accessible?

• Who is missing from our network, and how can we include them?

Accessibility and Inclusion

Offer written and verbal participation options, provide materials in advance, avoid public-pressure speaking requirements, and allow participants to opt out of sharing personal experiences.

Toolkit 8 | Outcomes and Accountability Dashboard

Track changes in behavior and opportunities, not just participation. Record baseline, target, and actual result.

Measure	Baseline	90-day target	Actual
Mentoring sessions completed	_____	_____	_____
Leadership presentations practiced	_____	_____	_____
Cross-generational skills exchanged	_____	_____	_____
Strategic introductions made	_____	_____	_____
Community members reached	_____	_____	_____
Projects completed	_____	_____	_____

Monthly Reflection

What did I apply? What evidence shows progress? What needs to change?

_____

_____

_____

_____

Closing Review

My most meaningful leadership shift:

_____

_____

My next relationship, opportunity, or community commitment:

_____

_____

90-Day Personal Action Plan

Timeline	Action	Owner / due date
Days 1–15	Complete assessment; agree on charter; select two goals.	_____
Days 16–30	Practice leadership story; request feedback.	_____
Days 31–45	Lead reciprocal skill exchange; identify sponsor.	_____
Days 46–60	Launch a community or workplace impact pilot.	_____
Days 61–75	Gather feedback; improve the pilot; make introductions.	_____
Days 76–90	Measure outcomes; present lessons; set next commitments.	_____

My Commitment

Within 90 days, I will use my experience to create the following measurable outcome:

_____

_____

_____

Accountability partner: _____ Review date: _____

EITA Closing Perspective

Leadership legacy is not simply what you have achieved. It is the capacity, confidence, and opportunity you help others build.

Experience Is The Advantage Foundation | Educational resource for professional development. This framework does not promise employment, promotion, or board appointment.