

## ***How to Stay Connected During the Mentorship Program***

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### **Welcome to the Bluebird Leaders Mentorship Program!**

We're excited to have you as part of this incredible journey. As your facilitator, I'm here to support you and answer any questions you may have throughout the program.

To make communication as clear and efficient as possible, here's what you need to know:

1. **Primary Communication Channel:**

- All program-related communication will take place via email. Please use **mentorprogram@bluebirdleaders.org** for any questions, concerns, or updates.

2. **Response Time:**

- Emails will be checked twice daily during the week. Please expect a response within **48 hours (Monday-Friday)**.
- Emails sent over the weekend will be responded to by the following Monday or within 48 hours of the next business day.

3. **Transparency:**

- The founder of Bluebird Leaders is also copied on all communications in this inbox to ensure program continuity and oversight.

4. **When to Email:**

- Use email for:
  - Questions about program resources, events, or timelines.
  - Issues accessing materials in the Google Drive.
  - Feedback or suggestions for the program.
- For more general discussions with your mentor or cohort, please connect directly with them using your preferred communication method.

Thank you for respecting these guidelines, and I look forward to supporting you throughout this program!

Warm regards,

Michelle Flemmings, Program Facilitator

