Particulars of Navy’s SES 101 sessions:

* Three, 20-minute sessions for a total of one hour
* DON senior executives were asked in advance to volunteer to serve as a flash mentor
* Mentees were pulled from those who signed up for the session through the seminar registration site
* We had 10 mentors and 10 mentees
* The mentors committed an hour of their time to meet with 2-3 different executives who were earlier in their executive career
* Mentees were given bios of the mentors and asked to provide their top 3 preferences
* Mentors were matched to mentees and created a schedule/schematic of the room
* The room at the seminar was set up with 10 cocktail style tables
* Mentees rotated every 20 minutes and mentors remained at their assigned table
* Mentees and mentors were given a folder at the seminar that included bios of the executives they were meeting with, a tip sheet based on their role, their schedule and an evaluation form; they also received an email in advance of the seminar with the same information