

## EPWN-London – Mentoring Programme

In alignment with the European Professional Women's Network mission statement, members of the EPWN-London are committed to building a mentoring programme to promote the sustainable professional progress of women through all their career phases.

### What is Mentoring?

Mentoring is a learning relationship between two people. It requires a range of qualities such as trust, commitment and emotional engagement. It also involves a range of skills including listening, questioning, challenge and support. Mentoring has a time scale. In some contexts it is a life long relationship, in others it may be a few months.

**Mentor:** more experienced professional, trusted advisor, guide

**Mentee:** learner, a seeker of support, challenge, and guidance in professional development

## Mentoring Objectives

The EPWN-London Mentoring Programme seeks to provide benefits to both the mentor and the mentee.

- **For the mentee:**
  - Increase her chances of success in establishing and achieving a professional goals by benefiting from the advice, experience and knowledge of her mentor
  - Greater confidence, well-being, commitment and motivation
- **For the mentor:**
  - Contribute to the success of another professional by sharing lessons learned and providing insight into today's business realities
  - New knowledge and skills acquired
- **For both:**
  - Improved strategic thinking
  - Extended business networks and enhanced business opportunities

## Mentoring Objectives

- **The Mentor Will Ensure:**
  - Objectivity to help improve the mentee's performance or situation
  - Honest and constructive advice, feedback and support
  - Trust and confidentiality. The mentor will create a safe zone allowing the mentee to address difficult issues.
- **The Mentee Will Ensure:**
  - Openness to new ways of doing things; willingness to explore, challenge and change thoughts, feelings and actions
  - Readiness to work on development needs and to accept constructive feedback
  - Confidentiality and acknowledgement of mentor's contributions

## What you need to be a Mentor

- **Qualities:**
  - Enthusiasm
  - Commitment
  - Willingness
  - Approachability
- **Knowledge**
- **Experience**
- **Personal Skills**
  - Listening
  - Motivating
  - Influencing
  - Counselling

## Rules of Engagement

- You must be seen to be independent
- You must be clear about the purpose of the relationship and what you can offer
- You must establish and agree appropriate means of contact
- Always stick to what you have agreed and communicate issues and timelines
- Always maintain confidentiality

## A Mentoring Approach

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- Determines goals and expectations
- Provided with a mentor
- Mentee initiates first contact

- Shares expectations for mentoring
- Clarifies personal commitment
- Builds relationship

- Shares issues/questions with mentor
- Is open to new ideas and perspectives
- Manages relationship and drives scheduling

- Summarises key learning and experience
- Offers appreciations and feedback
- Decides how/if the relationship should continue



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- Reviews or acquires mentoring skills
- Prepares for time and commitment
- Responds to mentee request
- Prep for first meeting

- Shares own expectations
- Clarifies commitment
- Builds relationship

- Shares experience, and knowledge
- Provides guidance and feedback
- Makes introductions/ shares contacts as relevant
- Makes self available

- Summarises key learning and experience
- Provides advice on next steps
- Offers appreciations and feedback
- Decides how/if the relationship should continue

## Next Steps

Interested? Here are the next steps in the mentoring programme:

- Potential mentors and mentees are invited to fill in a profile about their motivations and expectations.
- Members can send these Profile questionnaires to the Mentoring Group at [epwn-london@europeanpwn.net](mailto:epwn-london@europeanpwn.net)
- The Mentoring Group collects all profiles and begins preliminary matching. The forms are not a requirement for attendance at our Mentoring & Networking Event.
- All interested parties meet at a Mentoring & Networking event on 28<sup>th</sup> April.
- Mentor/Mentee profile forms will be sent to all attending members following this event for completion.
- Mentoring couples take relationship forward (guidelines attached).
- In the event of the relationship not working out, please let the mentoring team know.
- After an agreed period of time, the mentoring group closes the session and starts a new campaign of gathering candidates for the next mentoring session.
- Individuals will have the opportunity to continue their relationship past this date should both of them be interested etc.

## MENTORING PROGRAMME 2010

