

DANWISE MENTORING PROGRAM 2019-2020

MENTOR-MENTEE PAIRING STEPS: GENERAL INFO

1st Sept-15th Oct
network page

Sign up onto DANWISE's Women's

- For tips on signing up, see our Step by Step guide.

15-31th October

Mentees

- Choose 3 available mentors and contact them directly by email.
- Don't forget to clarify the topics which you would like to discuss with your mentor during the meetings (e.g. life work balance, industry vs academia, family and carrier...etc.).
- Attach your CV or a link to your CV (LinkedIn, or other profile information).

1st November

Mentors

- Choose the mentee/s who you wish to mentor and e-mail them confirming your wish to mentor them.
- Please also inform those mentees, who you haven't been selected.

Mentors and Mentees

- Inform DANWISE (info@danwise.org) about the newly formed mentor-mentee pair.
- **Note:** if you haven't found a mentor or mentee, please contact us and we can help to pair you with available mentors and mentees.

November

Mentoring relationship starts

- DANWISE will send you the mentor - mentee agreement form.

GETTING STARTED:

Before the FIRST MEETING

- Make sure you have emailed each other your CV and have had time to read through it.

Mentee

- Consider what you would like to discuss! e.g. Would you like to get advice on your work life balance? Or perhaps how best to organize your tasks? Are you looking for a new job or potential career change? Or how you can improve your CV and look more promotable?
- Think about why this is important to you!
- Consider what you want to get out of it! Think about what you want from your mentor!
- What are your short/long term goals?
- And ...**be realistic!**

During the FIRST MEETING

- We recommend that the first meeting is a personal one.
- Get to know each other. Discuss your needs and possibilities.
- Fill in the DANWISE mentor - mentee agreement form and e-mail it back to us.
- Make sure to match your expectations thoroughly
- Agree on the type of relationship and how often you would like to meet.

December - May We recommend you meet for 1-1.5 h and every 1-3 months. Please read our guidelines below to ensure a successful mentor-mentee relationship.

1st February Fill in online mid-term evaluation. We will send out a short online mid-term evaluation to measure how smoothly the mentoring process is going. Feel free to contact us along the way for any help and advice, if needed.

1st June The Mentoring Program ends. Final evaluation. We will send out a short evaluation and assess how the mentor-mentee experience was.

DANWISE MENTORING PROGRAM GUIDELINES

WHAT IS IT?

- A personal development and empowerment tool.
- An effective experience for encouraging women to progress in their careers.
- A dialogue between two equals to discuss various topics where both parties are open to dialogue.
- A reciprocal relationship with focus on giving and receiving based upon mutual trust and respect.

WHAT MAKES OUR PROGRAM DIFFERENT FROM THE OTHER ONES?

- Our mentoring program is specifically for female mentees but the mentor may be of any gender.
- Our program is nation-wide.
- Our mentors and mentees are from both academia and industry.
- Your meetings can be performed online. There is no mandate to travel.
- You can choose your own mentor from our Women's Network page.
- Each mentee may have only one mentor, but mentors can have several mentees.

WHAT DO YOU GET OUT OF BEING A MENTEE?

That mostly depends on what do you want. It could be:

- your chance to talk to an independent third party about your personal development.
- an opportunity to be challenged and receive feedback, encouragement and support.
- gaining insight from your mentor's experience.
- expanding your professional and personal network.

WHAT DO YOU GET OUT OF BEING A MENTOR?

You have the opportunity:

- to help others to overcome obstacles that you may have experienced in the past.
- to tutor another, so they don't make the same mistakes you might have made.



- to gain confidence and experience in advising and guiding others.

WHAT DO YOU NEED FOR A SUCCESSFUL MENTEE - MENTOR RELATIONSHIP?

A GOOD MENTEE

- is prepared to share her learning, doubts and concerns.
- takes her future seriously.
- needs knowledge, advice and inspiration.
- is curious.
- takes responsibility for the mentor relationship, prioritizes meetings, makes the agenda and follows up.
- is realistic about her requests to the mentor.
- is appreciative.
- is responsible for taking the initiative for the meetings.
- is responsible for follows up on meetings.
- is responsible for scheduling the meetings and contacting the mentor.

A MENTEE is NOT

- a personal assistant for the mentor.
- the mentor's psychologist.
- liable to take the mentor's advice.

A GOOD MENTOR

- places him/herself in the mentee's position and supports them in an appropriate manner.
- provides a sounding board for bouncing new ideas, clarifying problems and suggesting alternative working methods.
- contributes with knowledge.
- ensures that the mentee gains confidence and independence as a result of mentoring and is eventually able to go forward independently.
- provides coaching on interpersonal and organizational skills.
- A mentor is able to mentor several mentees.
- **Tip:** New to mentoring? Get an experienced mentor yourself, who can give you advice on mentoring as well.

A MENTOR is NOT

- there to provide a mentee a new job, but can advise the mentee on job searching or preparing for job interviews.

- the mentee's advocate. The mentor will not give you a job promotion, but can advise you how to reach that.
- the solution to all your problems, but will help you to find appropriate solutions to your problems.

SET A FRAMEWORK FOR YOUR RELATIONSHIP

- Discuss confidentiality with the aim in keeping the content discussed completely confidential.
- Content: Clarify in the beginning what you wish and don't wish to discuss.
- Length of mentor relationship: 7 months in our framework. Further contact is allowed and can be prolonged if there is mutual agreement.
- Frequency of the meetings: We recommend once every 2 months for 1.5 hour.
- Place/platform to meet. Personal or on-line. We recommend the first meeting is performed in person, if possible.
- The mentee is responsible for taking the initiative for setting the meeting dates.
- The mentee is responsible for following up after the meetings.

POTENTIAL PIT FALLS

- A mismatch of expectations.
- Poor communication.
- Items to discuss are too limited or narrow.

HOW TO AVOID PIT FALLS

- Stay positive!
For mentees: Remember, the mentor is not there to criticize you, but to give you feedback to help you.
For mentors: Remember, to appreciate the efforts of your mentee.
- Make sure to mutually match your expectations.
- Be open and seek a mutual trust in each other!

Remember, everything is confidential.

- Be conscious of how well you are able to listen and adjust your listening skills if you need to.
- Be open-minded and willing to consider new concepts, ideas and approaches.
- Remember your mentor will not give you a job but can advise you how to get one.

IF IT DOESN'T WORK

- It's OK. It happens.
- Both parties can terminate the relationship.
- Remain respectful towards each other, if you feel it didn't work well.
- Don't feel discouraged. Reconsider your expectations and wishes and sign up for our next round of mentoring, later in 2020.

QUESTIONS

- Andrea Toth
- DANWISE Mentor Program Manager
- E-mail: info@danwise.org