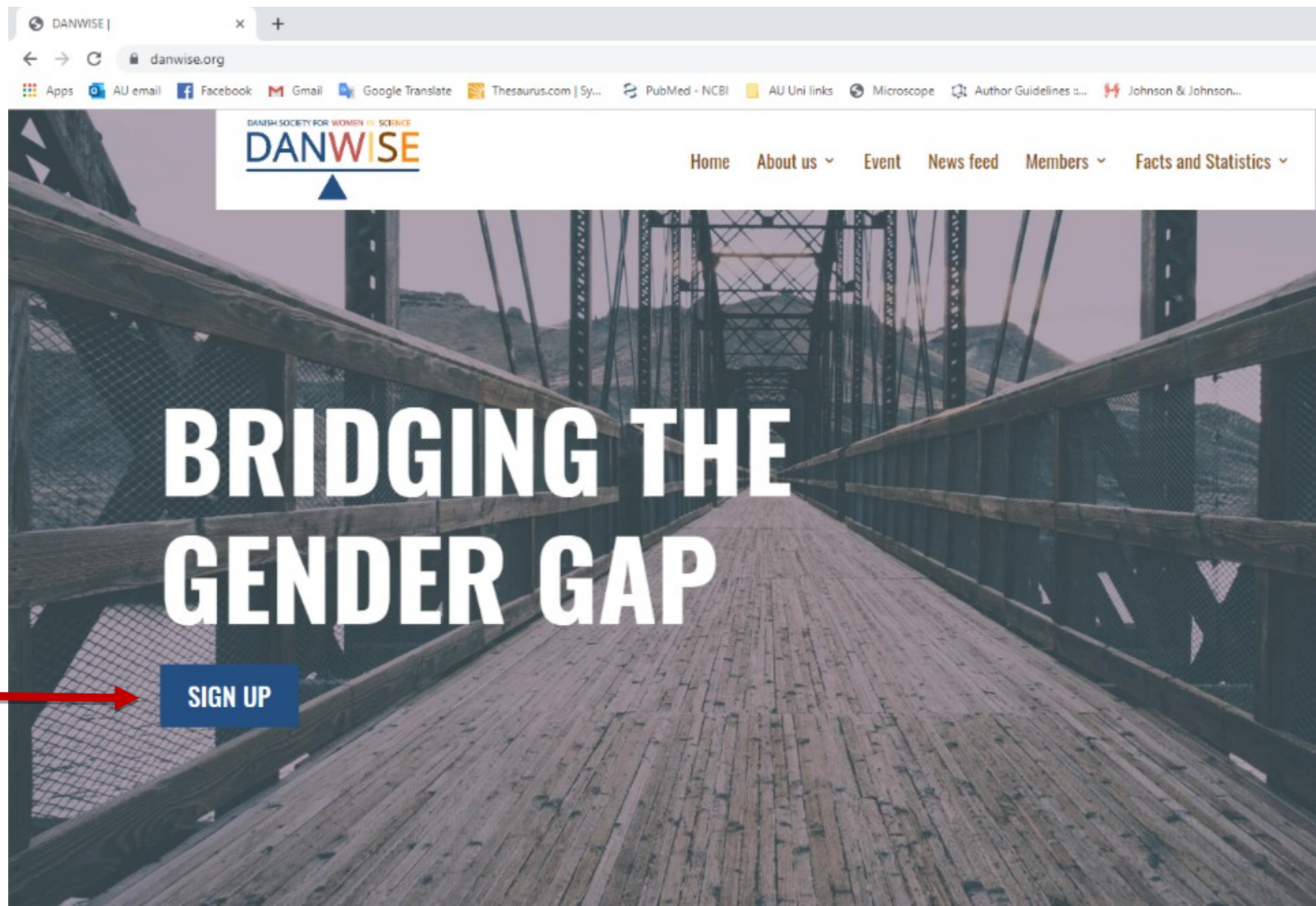


Step-by-Step Guide DANWISE mentoring program

Step 1

**Mentor and
Mentee
before 15th
October**

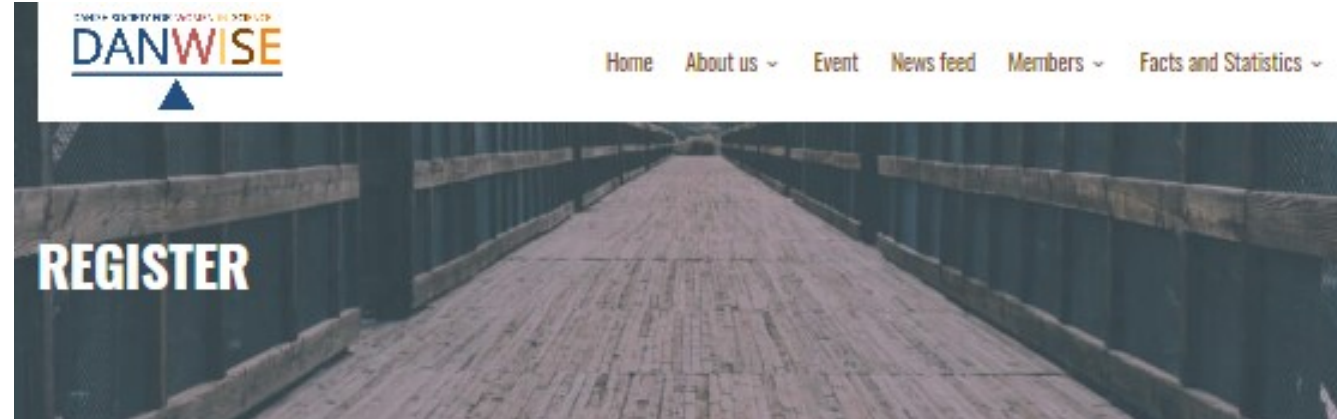
Sign up
or update your
profile



The image shows a screenshot of the DANWISE website homepage. The browser's address bar displays 'danwise.org'. The website header includes the logo 'DANISH SOCIETY FOR WOMEN IN SCIENCE DANWISE' and a navigation menu with links for 'Home', 'About us', 'Event', 'News feed', 'Members', and 'Facts and Statistics'. The main content area features a large background image of a wooden suspension bridge with the text 'BRIDGING THE GENDER GAP' overlaid in large white letters. A blue button labeled 'SIGN UP' is positioned at the bottom center of the page, and a red arrow points from the text 'Sign up or update your profile' to this button.

Step 2-3

**Mentor and
Mentee
before 15th
October**



Sign up for
the Women
Network



Indicate if you
wish to be a
mentor, a mentee,
or both



Step 4 of 5

90%

Membership *

You are registering as a DANWISE member if you want to be shown in the Women Network please select the second option.

- Member
- Member + Women Network

I'm mostly interested in *

- Mentorship
- Job search
- Grant writing
- Networking

I'm a mentor/mentee *

- Mentor
- Mentee
- Mentor and Mentee
- Not in the mentor program

Previous Next

Step 4

Mentor and Mentee before 15th October

Indicate that you are available as a mentor or/and a mentee

DANWISE (6) LinkedIn
danwise.org/members/womens-network/andreae-toth/profile/edit/group/1/

Role

- Mentor
- Mentee
- Mentor and Mentee
- Not in the mentor program

This field may be seen by: All Members Change

Status (Mentor)

- Currently mentoring
- Available as mentor
- Not in mentor program

[Clear](#)

This field may be seen by: All Members Change

Status (Mentee)

- Currently being mentored
- Available as mentee
- Not in mentor program

[Clear](#)

This field may be seen by: All Members Change

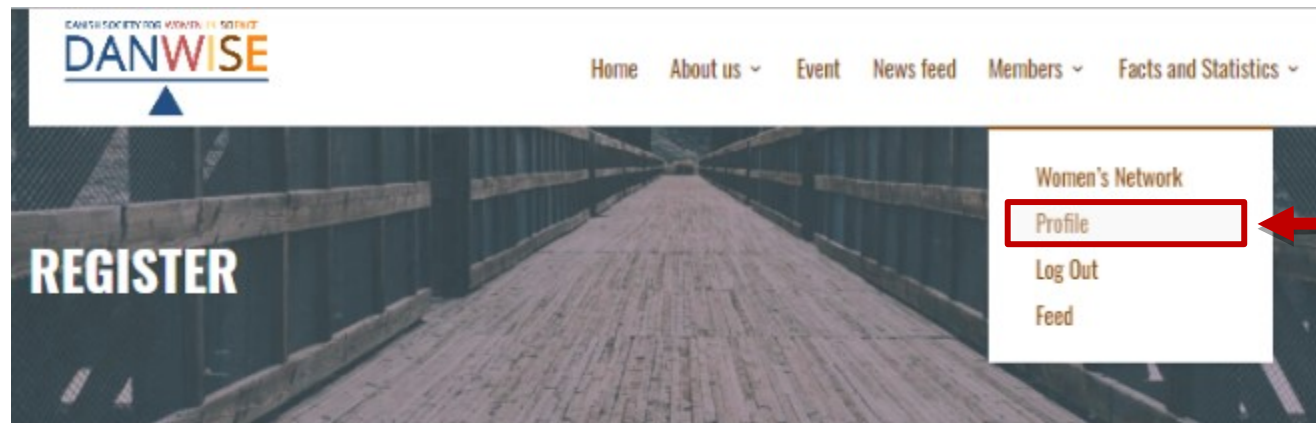
Save Changes

Step 5

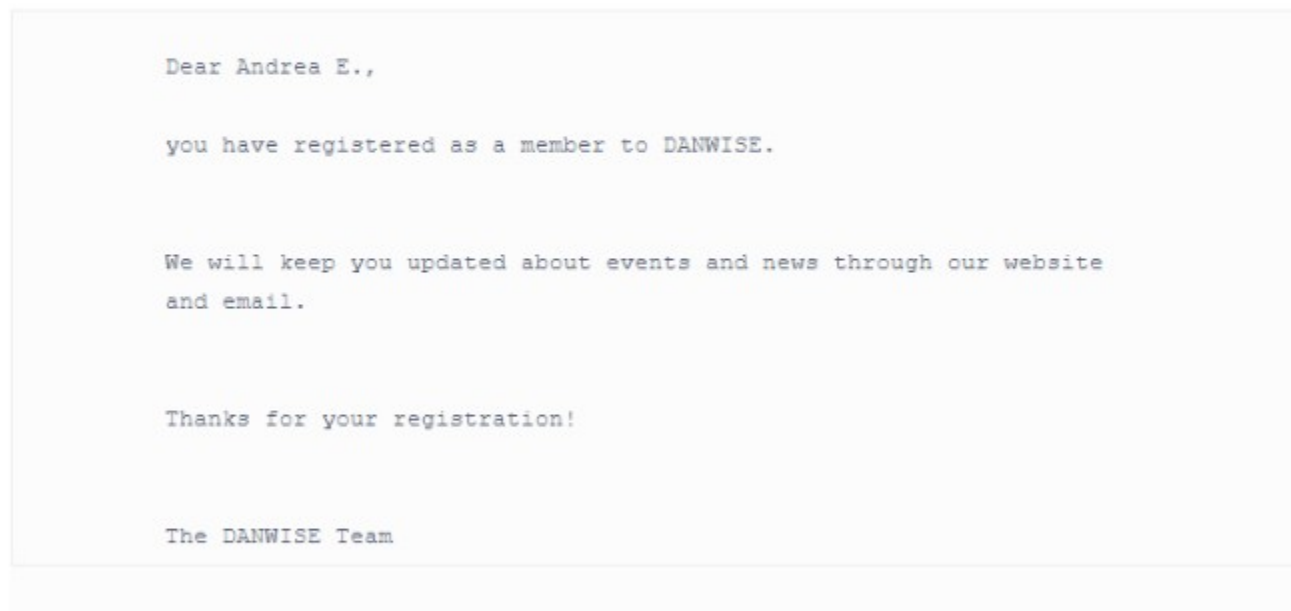
**Mentor and
Mentee
before 15th
October**

Update your
profile;

Put up as much
information as
possible, so the
right mentee or
mentor can easily
find you.



Update your profile
here



Copyright © 2019 Danish Women in Science

[Home](#) [About us](#) [Events](#) [News feed](#) [Members](#) [Facts and Statistics](#) [Privacy Policy](#)

Designed and developed by Crunch

le/

Step 6


**Mentor and
Mentee
before 15th
October**

Make your profile
and your e-mail
address visible for
our members

DANISH SOCIETY FOR WOMEN IN SCIENCE
DANWISE

Home About us Event News feed Me

DANWISE



Andrea E. Toth

LinkedIn Instagram Google+ Facebook

✓ Your profile settings have been saved.

Activity Profile **Settings**

General Email **Profile Visibility** Export Data Delete Account

Profile Visibility Settings

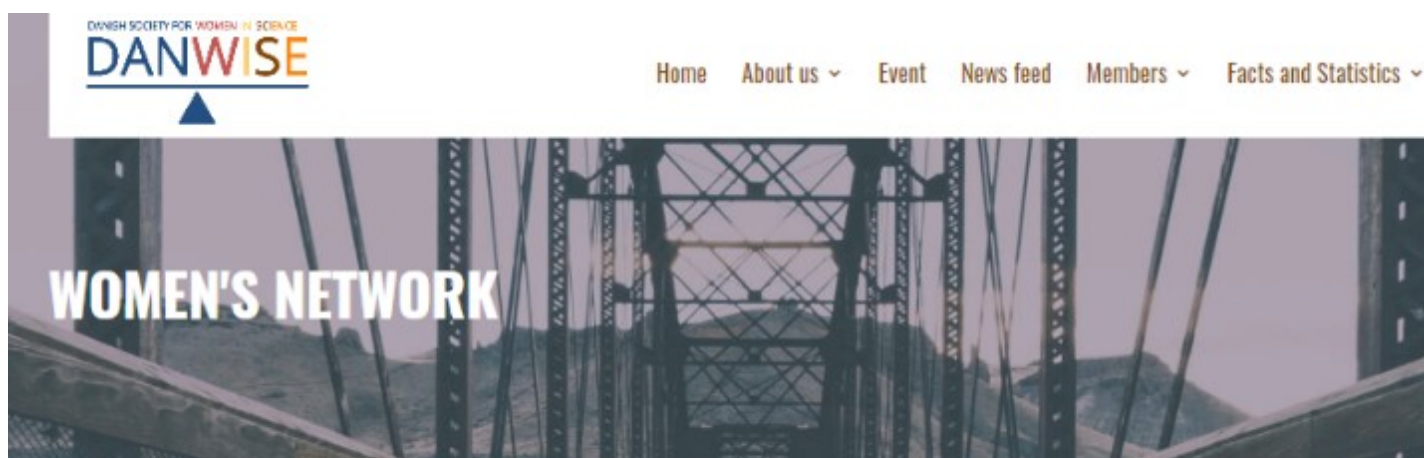
Select who may see your profile details.

Info	Visibility
About me	All Members
Name	Everyone
Email	All Members

Step 7

Mentee
16-30 October

Search for mentors
or mentees in our
Women's Network



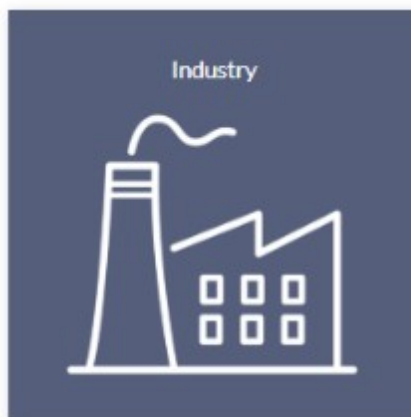
Search for members

Member search contains: mentor

Clear

mentor

Area



Next

Step 8

Mentee
16-30 October

Pick your mentor

Choose max. 3
potential mentors

The screenshot shows the DANWISE Women's Network website. At the top, the logo "DANWISE" is visible, along with navigation links: Home, About us, Event, News feed, Members, and Facts and Statistics. Below the navigation is a banner for "WOMEN'S NETWORK" with a background image of a bridge structure. The main content area is titled "Search for members" and shows a search filter set to "mentor". There is a "Clear" link and a search input field containing "mentor" with a "Search" button. Below the search bar, there are two filter options under the heading "Area": "Industry" (represented by a factory icon) and "Academic institution" (represented by a classical building icon). A "Next" button is located below these filters. At the bottom of the search results, it says "Viewing 1 - 20 of 32 active members" and there are pagination controls showing "1 2 3".

DANWISE

Home About us Event News feed Members Facts and Statistics

WOMEN'S NETWORK

Search for members

Member search contains: mentor

Clear

 Search

Area

Industry


Academic institution

Next

Viewing 1 - 20 of 32 active members

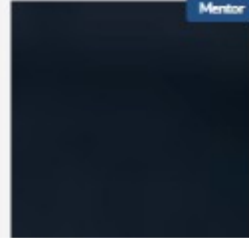
1 2 3

Mentor




Andrea E. Toth
Affiliation Aarhus University
Position: Mentoring Program Manager

Mentor



[Blurred profile information]

Mentor and Mentee



[Blurred profile information]

Step 9

Mentee
16-30 October

Public Message

DANWISE



Andrea E. Toth

Activity Profile

Don't forget to clarify the topic (e.g. life work balance, industry vs academia, family and carrier...etc.) which you would like to discuss with your mentor during the meetings.
Attach your CV or a link to your CV (LinkedIn, or other profiles).

E-mail your chosen mentor(s)

About me

Mentoring is a proven approach to drive rich learning and development for both mentees and mentors. For employers, mentoring increases retention, promotion rates, and employee satisfaction. At DANWISE, we wish to improve gender balance by providing a free, nation-wide, online mentoring program that will cover both academia and industry in Denmark. We established a unique platform to pair mentees with mentors and ensure the structures necessary to have a successful mentoring relationship. Our program targets female mentees, but the mentors can be from any gender.

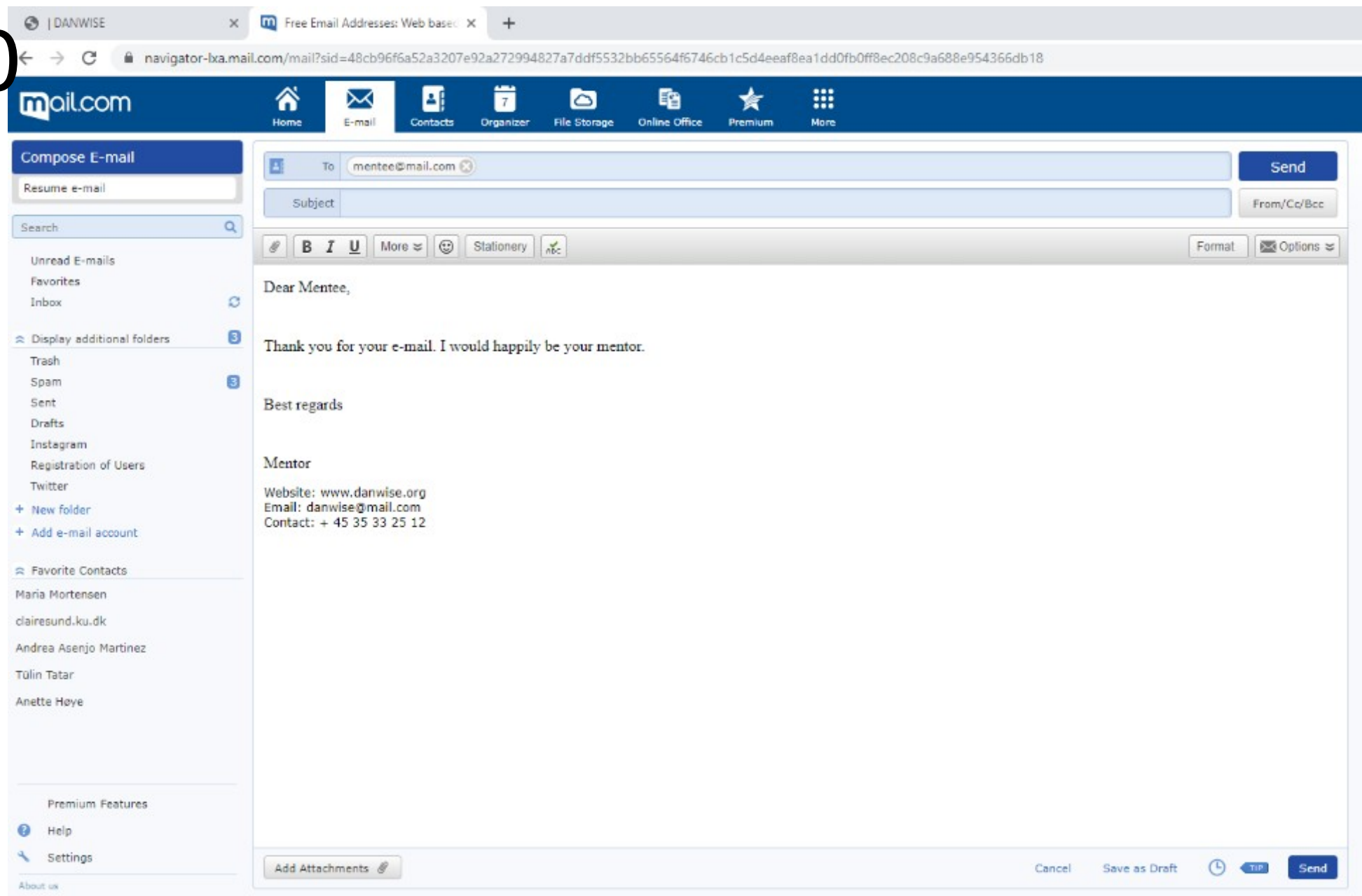
Email

danwise@mail.com

Step 10

Mentor
after 1st
November

E-mail your
chosen
mentee(s)



The screenshot shows a webmail interface for mail.com. The browser address bar displays the URL: `navigator-lxa.mail.com/mail?sid=48cb96f6a52a3207e92a272994827a7ddf5532bb65564f6746cb1c5d4eeaf8ea1dd0fb0ff8ec208c9a688e954366db18`. The interface includes a navigation bar with icons for Home, E-mail, Contacts, Organizer, File Storage, Online Office, Premium, and More. The main content area is titled "Compose E-mail" and features a "Resume e-mail" button, a search bar, and a list of folders including Unread E-mails, Favorites, Inbox, Trash, Spam, Sent, Drafts, Instagram, Registration of Users, and Twitter. The email body contains the following text:

To: mentee@mail.com

Subject:

Dear Mentee,

Thank you for your e-mail. I would happily be your mentor.

Best regards

Mentor

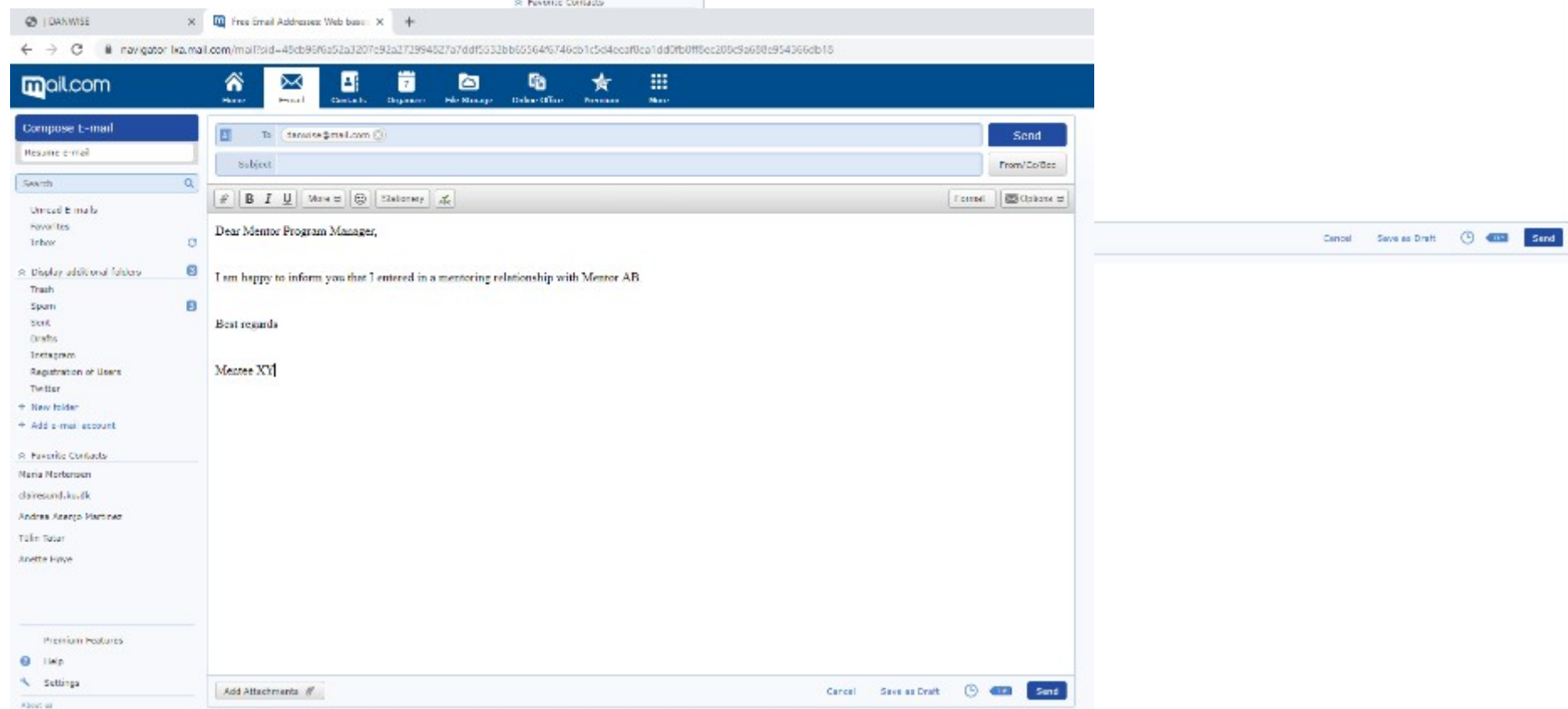
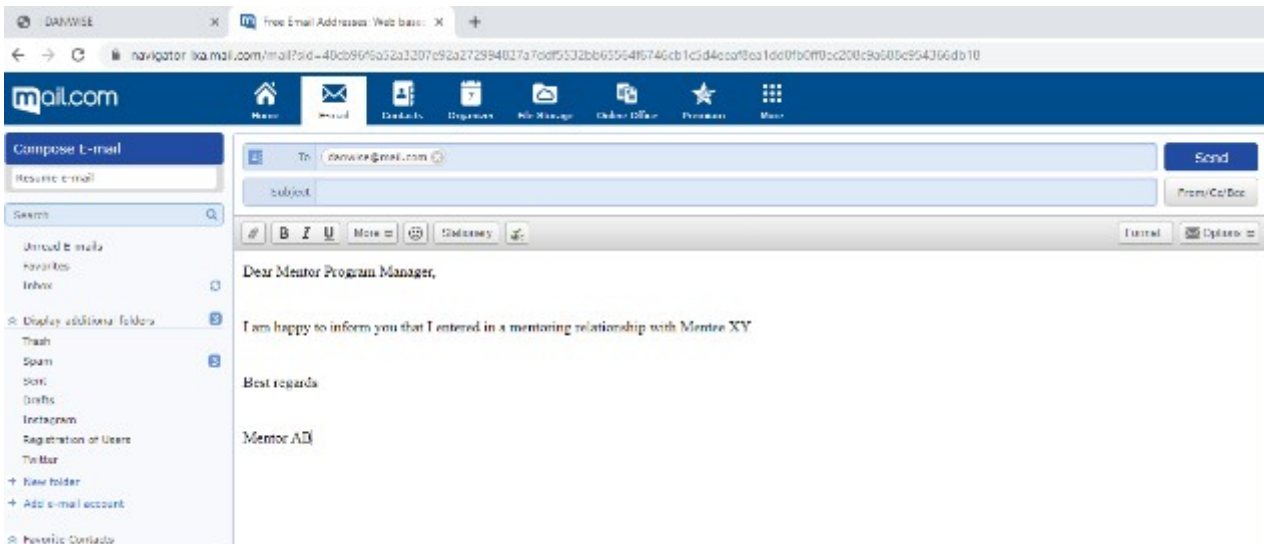
Website: www.danwise.org
Email: danwise@mail.com
Contact: + 45 35 33 25 12

The interface also includes a "Send" button, a "From/Cc/Bcc" field, and a "Format" dropdown menu. At the bottom, there are buttons for "Add Attachments", "Cancel", "Save as Draft", and "Send".

Step 11

**Mentor and
Mentee
after 1st
November**

Notify DANWISE
about the
established
Mentor-Mentee
relationship
e-mail:
info@danwise.org



Step 12

Mentor and Mentee after 1st November

Update your status at your profile

danwise.org/members/womens-network/andreae-toth/profile/edit/group/1/

Grant writing

Networking
This field may be seen by: All Members [Change](#)

Role

Mentor

Mentee

Mentor and Mentee

Not in the mentor program
This field may be seen by: All Members [Change](#)

Status (Mentor)

Currently mentoring

Available as mentor

Not in mentor program

[Clear](#)

This field may be seen by: All Members [Change](#)

Status (Mentee)

Currently being mentored

Available as mentee

Not in mentor program

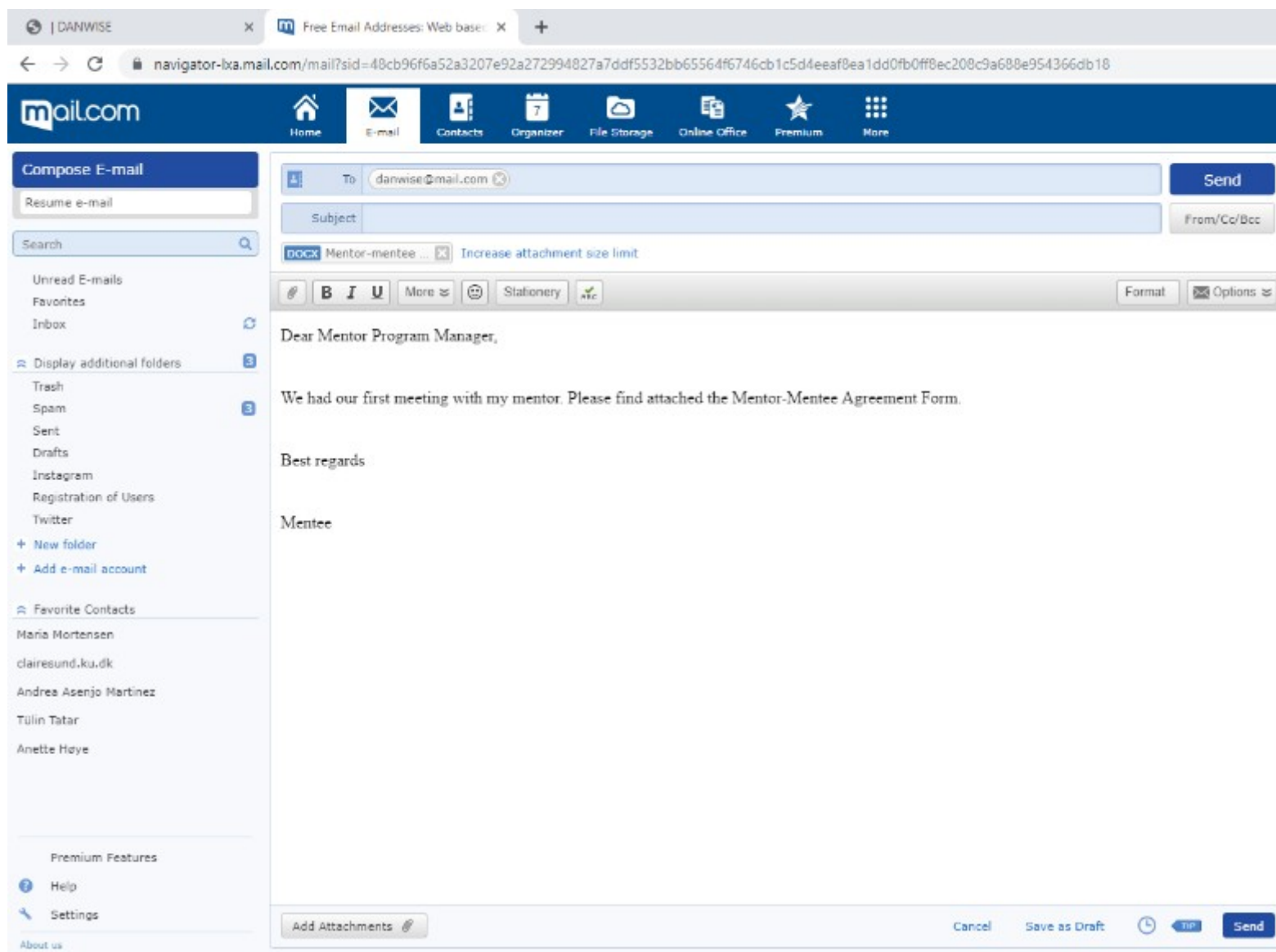
[Clear](#)

This field may be seen by: All Members [Change](#)

Step 13

Mentee after the first meeting

During your first meeting fill in the DANWISE mentor – mentee agreement form and e-mail it back to us. E-mail: info@danwise.org



The screenshot shows a webmail interface for a user named DANWISE. The browser address bar displays the URL: `navigator-1xa.mail.com/mail?sid=48cb96f6a52a3207e92a272994827a7ddf5532bb65564f6746cb1c5d4eeaf8ea1dd0fb0ff8ec208c9a688e954366db18`. The interface includes a navigation bar with icons for Home, E-mail, Contacts, Organizer, File Storage, Online Office, Premium, and More. On the left, there is a sidebar with a search bar and a list of folders: Unread E-mails, Favorites, Inbox, Display additional folders, Trash, Spam, Sent, Drafts, Instagram, Registration of Users, and Twitter. Below the folders are options for 'New folder' and 'Add e-mail account', followed by 'Favorite Contacts' with a list of names: Maria Mortensen, clairesund.ku.dk, Andrea Asenjo Martinez, Tulin Tatar, and Anette Høye. At the bottom of the sidebar are 'Premium Features', 'Help', 'Settings', and 'About us'. The main area is the 'Compose E-mail' screen, which has a 'Resume e-mail' button and a search bar. The 'To' field is filled with 'danwise@mail.com'. The 'Subject' field is empty. A document icon labeled 'Mentor-mentee ...' is attached to the email, with a note 'Increase attachment size limit'. The formatting toolbar includes Bold (B), Italic (I), Underline (U), More, Stationery, and other options. The email body contains the following text: 'Dear Mentor Program Manager,' followed by a blank line, 'We had our first meeting with my mentor. Please find attached the Mentor-Mentee Agreement Form.', another blank line, 'Best regards', and a final blank line, 'Mentee'. At the bottom of the compose area, there are buttons for 'Add Attachments', 'Cancel', 'Save as Draft', and 'Send'.

Enjoy your Mentor-Mentee Relationship



Please read our guidelines for a successful Mentor-Mentee Relationship.
If you have any question, feel free to e-mail Andrea Toth, Mentor Program Manager at info@danwise.org