

mentor(SHE:)

<VICICT4.WOMEN/>

2019 Program



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INTRODUCTION

Mentoring is vital to the success and retention of women working in tech. We all benefit when someone shows us the ropes and sponsors us for new opportunities, particularly when they're more senior.

With 28% of women representing the tech sector (44% compared to other industries) mentoring offers a solution to help women overcome any barriers to a successful and fulfilling career.

The VIC ICT for Women **mentor(SHE:)** Program is truly unique and aims to support the retention of women working in the tech sector. The program is designed to build confidence, provide networking opportunities, and facilitate professional development.

Although the program is aimed at women working in technology focused roles, it's evident that more women today are joining the program to obtain guidance on how to manage broader career challenges such as maintaining a better work/life balance, dealing with workplace conflicts, leadership and executive progression and career changes. This program provides an open forum to discuss these challenges.

VIC ICT 4 Women

Vic ICT for Women is the professional organisation that is putting a rocket up the industry and creating epic pathways for women in tech leadership. We are the voice of leadership.

How do we do this? We are working the diversity agenda from the top down. We are mentoring, training and connecting our individual members. We have pioneered award-winning and record-breaking programs that mean we're rolling our sleeves up and getting seriously dirty about diversity in tech.

EVENTS

As part of the MentorShe Program, we invite you to attend the other events we will hold throughout the year. These events are great for networking and learning new skills.

Some of the events may have capped numbers, so remember to register early to lock in your place.

SAVE THE DATE!!!

Event	Date
Kick Off Event	Feb 28th
Breakfast	March 27th
Webinar	April 16th
Mentors Lunch	May 2nd
Personal Branding Workshop and Drinks	July 23rd
Mentee Lunch	September 4th
What's Hot	October 17th
End of Year Event	December 5th

HOW TO BE AN AMAZING MENTOR

Take a minute to think about the best mentor you've ever had.

This doesn't have to be someone at work, although it certainly could be. But mentors come in all shapes and sizes: It can be your manager, a colleague, a parent, a friend, a coach, a college professor ... anyone who's been a particularly excellent advisor at some point in your life. Now, think of what made them stand out to you. Was it the example they set? That you felt like they really understood your communication style, your working style, or your goals? That they seemed to always point you to the right resources or give you the right advice when you needed it?

At some point in your life (and, if you're lucky, many times), you're going to find yourself playing the role of a mentor to someone, somewhere. It can be both exciting, and a little confusing. What exactly does it mean to be someone's mentor, and how can you really stand out in the role?

1. **Approach each mentorship differently.**
2. **Set expectation together in the very beginning.**
3. **Take a genuine interest in your mentee as a person.**
4. **Know when to listen and wait before giving advice.**
5. **Don't assume anything, always ask.**
6. **Provides constructive feedback.**
7. **Be open about your mistakes, they are the best learning tools.**
8. **Celebrate their achievements.**
9. **Lead by example.**

"The most successful mentorships are the ones that are a two-way experience where both sides benefit from the relationship. In these relationships, the mentor experiences satisfaction and new perspectives by providing guidance and insight to the person seeking advice, while the mentee gains the benefit of experienced advice." *Forbes*

PLANNING YOUR FIRST MEETING

It is your responsibility to contact the mentor to organize a time and place for the first (and subsequent meetings) that is suitable for both of you. This can be completed by email or a phone call. The following discussion topics should be covered:

THE COMMITMENT

It is essential that contact be maintained throughout the mentorship. It is recommended that participants meet monthly throughout the year. However, the level of time commitment needs to be discussed and negotiated between the mentor and mentee. Some partnerships may wish to meet monthly during the program or may supplement this with regular emails or phone calls. Also, bear in mind any planned holidays.

PREFERRED STYLE OF CONTACT

Both the mentor and mentee need to decide whether contact during the mentorship will be formal or informal. Participants should also decide whether they want to follow the suggested program framework, discuss pre-prepared topics at their meetings or would prefer ad hoc discussions.

LOCATION

Both participants need to agree on a preferred location(s) to meet during the mentorship. Suggested locations include the mentor or mentee's office/university, a café or a park.

****Print the next page to take to take to your first session****

SESSION 1

****Print this page and take to the first session****

Many people find it easier to start with a more informal discussion, to build rapport and provide a gentle introduction to the discussion of more serious 'planning' and career development topics.

Planning helps build trust and understanding in the mentorship.

Discussion topics	Notes
Commitment	
Style of Contact	
Location	
Where does your Mentor/Mentee work?	
What is their role?	
What are they passionate about?	
Do you prefer cake or cheese?	
Goals: <ul style="list-style-type: none">• Participants should discuss what they want to achieve through the Mentor (she:) Program and how they will reach their goals.• What do you want to achieve by end of this program• What is the success factor for this program• List down the goals that you want to achieve	

PREPARING FOR SESSIONS

To make effective use of the sessions you need to prepare by reflecting on your past experiences. This will develop understanding, allowing one to consider future needs, explore options and strategies with the mentor's input. You can start this process by considering the following pre-fixes to sentences:

- I am experiencing difficulty with...
- In terms of support, I may need...
- I want to develop my skill(s) in ...
- What would you suggest for ...
- How can I find out more about ...

To help you get the best out of your experience, the key is to prepare.

MENTEE PREPARATION SHEET

****Print 10 of this page ****

DATE:

SESSION NUMBER:

The challenges you face:	Actions taken
Any other thoughts you would like to discuss:	

THE FOLLOWING SESSIONS

Before each session, set the agenda items with your Mentor/Mentee. This will allow you to plan accordingly. Whilst setting an agenda might be helpful before hand, it is not always necessary. Do what works best for you and your Mentor/Mentee.

- Exploring the current situation
- Exploring the desired situation
- Planning how to get there.
- Almost any issue that comes up in mentoring can benefit from this framework.
- After each mentoring session take 30 minutes to reflect on the session and your learning. Try using a mind map to capture those thoughts. Re-visit them before your next mentoring session and ask your self how you have used the learning.

Be flexible! Agenda's and plans change. Sometimes a change in direction will be just as beneficial as what you had planned.

SESSION:

****Print 10 of this page and take to each session****

Agenda for the Session:	Comments
Agenda item 1:	
Agenda item 2:	
Agenda item 3:	
Actions to take before next session:	
Action item 1:	
Action item 2:	
Action item 3:	
Insights during the session:	
What did you learn?	
Did today's session contribute to you achieving a goal?	

REVIEW YOUR GOALS!

FINAL SESSION

****Print this page and take to the final session****

This session is designed to re assess your goals, thoughts and expectations of the year.

Did you achieve your goals?	
What did you learn?	
What did you achieve?	
What surprised you?	
What are your ongoing actions?	

SET YOUR NEXT SET OF GOALS!

Goal 1:	
Goal 2:	
Goal 3:	
Goal 4:	

Concluding the relationship

All VicICT4W Mentoring relationships will conclude at the specified time. Once the relationship concludes you will be asked to provide feedback via an evaluation survey. Your honesty and reflection will ensure the program grows and maintains relevancy in today's ICT workforce. Mentors will be encouraged to continue their relationship with a new Mentee in subsequent iterations of the program, and Mentees will be encouraged to consider their own capabilities of becoming a future Mentor for the program.

No fault closure

It's important to note that sometimes circumstances mean that a pairing cannot continue, therefore a Mentor or Mentee can conclude the relationship before the agreed closing date if required. This may be unavoidable due to changes in employment conditions or roles, or if either or both of you are no longer benefiting from the relationship. In the case of the termination of the mentoring relationship there will be no further obligation on either party. Additionally, VicICT4W makes no obligation to find another partner. However, we will assist where we can.

A no fault closure e-mail will be issued by the Program Co-ordinator if the Mentee does not contact the Mentor for a period of two months. This will release the Mentor back into the resource pool and allow a rematch if the opportunity arises.