



SHE Leads Program 2018 Mentor Role

About the *SHE Leads*® Program

The *SHE Leads*® Program is a leadership program for women in the early stages of their career who have the ambition to take on the demands of a leadership role. Participants will have varying professional experience and work in a range of industry sectors.

The *SHE Leads*® Program will accelerate participants career progression by providing them with a boost to their personal and professional development. Throughout the program, participants will have the opportunity to apply their growing skills and knowledge to their workplace, supported by an experienced business mentor who has been selected specifically for you.

The *SHE Leads*® Program includes four professional development workshops. Each workshop runs for a full day and is backed up by a 2 hour tutorial session that focuses on applying what has been learnt and examines the underpinning theory, personal and workplace application to:

- Leadership Fundamentals
- Communication
- Teamwork
- Strategy

A key aspect of the *SHE Leads*® programs is the matching of an experienced mentor to each participant. The Mentor role is a critical component of the success of the SHE Leads Program, enabling the development of women's leadership skills, confidence and networks through the provision of a professional and dynamic mentoring experience. Supported by the mentor the participant will set career and leadership development goals and take steps to action them.

What is mentoring?

Mentoring provides opportunities for the women being mentored to continually develop their skills and knowledge and to enhance their success in work and life.

Although mentoring is often discussed in terms of the work environment, it can also have great benefits for all aspects of personal development including friendship, role modelling, counselling, acceptance and confirmation.

Mentoring is a formal way of building these kinds of relationships. It recognises the value of personal 1:1 contact whereby the mentor offers knowledge, insight, perspective or wisdom that maybe useful to another person.

What is the Commitment?

The aim is for the mentor and mentee to meet regularly throughout the SHE Leads Program duration. The suggested commitment is around once per month between February – August, for around 1 hour per meeting. The meeting times, dates and venues will be negotiated between the mentor and mentee.

Both parties are encouraged to provide reflections to the SHE Leads Program Facilitator throughout the program, to ensure the mentor relationship is effective and to facilitate problem solving of any issues that may arise.





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What is the Role of the Mentor

The primary role of the mentor is to provide an environment which encourages the mentee to take responsibility for her own learning and development. This includes assisting the mentee to identify their learning needs and encouraging how to determine to meet those needs. The aim is for the mentee to learn from their own experiences as well as from the information, guidance and feedback provided by the mentor.

It is recommended that you and your mentee develop some goals and/or methods to measure outcomes that will provide structure and guidance for the mentor experience.

A Mentor's role is to:

- Help mentees to identify areas in which they can develop their skills and knowledge. These may include skills such as communication, leadership skills and negotiation
- Help mentees to develop and implement action plans to achieve their goals
- Help identify opportunities for growth and learning both professionally and personally
- Provide information, advice, guidance, counselling, direction and constructive feedback on the mentee's progress towards the achievement of their goals
- encourage, shares time and builds self confidence
- Act as a sounding board for the mentee's ideas, problems and proposals
- Act as a referral agent or network to a person or organisation who can further assist the mentee where the mentor cannot
- Provide a safe, supported and confidential environment for the above to happen
- Help mentees to develop a sustained approach to the mentees' ongoing skill development
- Have an openness to learning from others, including the mentee themselves
- Have good listening, negotiation and conflict resolution skills
- Have demonstrated success and credibility

As a Mentor some of the personal outcomes you could be hoping to achieve could include:

- a desire to share your experiences and/or networks
- the satisfaction of investing back into the community to assist other women to succeed
- to develop yourself personally and professionally
- to create new linkages and expand your understanding of the community and its issues
- to broaden your outlook and challenge your own perceptions and perspectives
- to develop new outlets for your expertise
- to make a positive impact or difference to another person's life

Confidentiality, ethics and values

Both the mentor and mentee have an obligation to conduct the mentoring relationship within the boundaries of confidentiality and ethical behaviour. Without a joint commitment to observing these key elements the relationship will not be able to develop into one that is founded on mutual trust and respect.

If you have any issues that arise, please notify the SHE Leads Coordinator Simone Punshon:
simone.punshon@ywca.com.au or call 8203 9405



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Mentor Application Form

To be considered as a mentor for the 2018 *SHE Leads*® Program please complete the following and return to simone.punshon@ywca.com or post to 17 Hutt Street Adelaide SA 5000.

Mentor Details

Name _____

Address _____

DOB _____

Phone _____

Email _____

Employment Details

I am:

Currently employed by _____

Position / Title _____

Full Time Part Time Casual

Self employed

Business Name _____

Position / Title _____

Retired

About yourself

Please provide a brief overview of your current and past career experiences in senior management or leadership positions



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Mentoring

I have experience in mentoring

- Yes, previous *SHE Leads*® Program mentor
- Yes, within my previous / current workplace
- No

What does mentoring mean to you?

What do you think your area of expertise is that you would bring to the mentoring relationship?

What do you look for from a mentee when building a mentoring relationship?

Do you have a preference in being matched to a mentee who:

- Works within same industry / sector - please list _____
- No preference
- Other – please list _____



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Availability

To be the best of your knowledge will you be able to commit to meeting with your mentee once a month

- Yes
- No – I will not be available for the following dates

I would prefer to meet my mentee via

- Face to Face meetings
- Email
- Skype / Facetime
- Other _____

Preferred contact details to be sent to mentee

Name _____

Phone _____

Email _____

Thank you for being willing to be a mentor for the 2018 SHE Leads® Program. Your details will be assessed against those of the participants and matched accordingly. An email connecting participants to their mentor will be sent in mid February 2018.

All mentors will receive a complimentary registration to the SHE Leads® Conference being held on Friday 7th September 2018 at the Adelaide Convention Centre.

If you have any queries please do not hesitate to contact Simone Punshon on 8203 9405 or simone.punshon@ywca.com.au