



MENTOR•HER

INTRODUCING YOURSELF

INTRODUCTION TO
YOUR MENTEE AND YOU

PUBLISHED ON

WEEK 1

FOR

CLIMBING THE LADDER

WELCOME

Welcome to the Mentor Her Program!

Welcome to the Mentor Her program. On Week One, we're going to be focusing on introducing yourself to the program and acquainting yourself with your Mentee.

Your Mentee is an ambitious woman who has decided to sign up to this program so that they can get their career to the next level. Mentoring and being mentored is all about building up a rapport with one another, getting to know each other's back story and motivations so that you're both on the same page. This will make it easier in the coming weeks for you to understand the support your Mentee needs in getting their career journey to the next level.

In Week One, we want to focus on three things:

- 1. Finding out more about your Mentee**
- 2. Introducing yourself to your Mentee**
- 3. Finding out more about your Mentee's career**



THE MENTOR HER SCHEDULE

Every week, we will be providing manuals to each Mentee on the programme to help them with their career and getting it to the next level. This is the schedule for the Mentor Her Program for Climbing the Corporate Ladder.

WEEK TWO **Identifying Your Dream Career**

Going through the motions of finding out what your dream career would mean to you. Considering all job roles, industries, company culture and the available opportunities that are important to you.

WEEK THREE **Making a Plan: Your Next Step**

WEEK FOUR **Marketing Yourself**

WEEK FIVE **Your Personal Pitch**

WEEK SIX **Gaining Confidence to Move Forward**

BEING A MENTOR

SHARE

As a Mentor, you've signed up to the Mentor Her program to help another woman grow her business to the success that you have seen in your own journey. A Mentee is defined by the fact that she does not have this experience and has not yet achieved the success that she desires. Her job is to ask questions, to explore possibilities and to ultimately learn something from you that can be applied to her own business' journey. The best thing that you can do when speaking with your Mentee is to respond to her questions by sharing your own experiences. As someone who's achieved success in her own right, you've made mistakes and you know the things that worked. As a Mentor, you can't protect a Mentee from making mistakes, as often they need to make mistakes on their own in order to learn from them. What you *can* do however, is share your insights and **your** experience so that Mentees can stay on the right path for their business.

SUPPORT

Mentees come to you because they need help. Sometimes they're just looking for a soundboard from someone who understands their journey and sometimes they're looking for validation and agreement that they're doing the right thing. In these instances, all a Mentor has to do is listen, to take the time to understand and provide encouraging words and *support* for your Mentee. At other times, Mentees may have already brainstormed their next step and now have a lot of different ideas on which they require guidance. As a Mentor, you'll probably have a good idea from your past experience, on which ideas are good and which ones are bad. When presented with a "What do you think?" or "What would you do?" question, support the ideas that you feel most positive about by sharing the past experience that made you come to this conclusion. By supporting a decision with a story from your past, Mentees will also be able to get a better of understanding of where your ideas are coming from and whether or not they are applicable to their own journey.

NUDGE

As a Mentor, your job isn't to advise a Mentee on how to turn her business around and make a huge amount of money in the same way your business may have done. There are paid advisors, consultants, accountants and solicitors out there to do that job! Her journey is also not yours, she will deal with things differently, approach problems differently and ultimately run a business that may not be anything like yours. As a Mentor, the simple thing you need to do is nudge her in the *right direction*. To share your experiences, support her decisions and, if you do feel like she is going down the wrong path, to nudge her back on the right course by offering alternative solutions. Use phrases like, "have you considered..." , "what do you think would happen if you tried..." , "would it be a good idea to...". At the end of the day, the decisions a Mentee will make will be her own. All that you can hope for is that, by sharing your own thoughts and experiences, you will have helped her to gain insights that she might not otherwise have had.

WEEK ONE - INTROS

THIS WEEK, IS ALL ABOUT INTRODUCTIONS AND HAVING A CHAT WITH YOUR MENTEE.

As an introduction week, we encourage you and your Mentee to get to know each other and share your background and experience. Primarily, your Mentee will be asking you questions about your career and experience to date. We encourage you to answer these questions and share your experience candidly with your Mentee so that they can get a better understanding of your history and how you came to be in the position you're in today.

She will be asking you about your current position, your career history, your day-to-day tasks and about your biggest challenges including how Covid-19 did or did not affect your position and company.

In return, we encourage you to ask your Mentee questions about her own experience, so that you understand the type of person she is. We think this will be helpful for you in talking to your Mentee over the coming weeks- if you understand how she is as an employee, you'll be able to answer her questions with greater affect.

QUESTIONS YOU COULD ASK...

- What's your background? Where did you go to school, did you attend university?
- Have you always wanted to get into the industry that you're in/want to be in?
- What makes you You?
- What drives your motivation generally and on a day-to-day level?
- What is your current role, and how is it going?
- Where do you want to be in year or two years' time?

OUR COMMUNITY

Here are some things you should read before joining our community on Whatsapp and Facebook.

THE NETWORK

As part of our community, you have been given the link to a Whatsapp group for Mentees and Facebook group for Mentors and Mentees, past and present.

Before you join these groups you should make sure you know:

- By joining, you are giving access of your phone number and Facebook profile to the other Mentors and Mentees in these groups. This may mean that other Mentees/Mentors might reach out to you privately.
- We give everyone the opportunity to speak to one another and introduce themselves in the first week of the program, please see the top post on the Facebook group and introduce yourself in the Whatsapp group if you would like to meet new people!

For best practices, please do not:

- Reach out to other Mentees/Mentors without their consent.
- Post about your business more than twice weekly in the Whatsapp group and once weekly in the Facebook group.
- Please note we do not accept any sharing of affiliate marketing/networking marketing/multi-level marketing as part of Mentor Her. This is to protect our community and members and ensure that the small businesses brought on this program are supported in the best way possible. If links to such programs are shared, Mentor Her reserves the right to remove the individual from our network and program.
- If you are sharing something about your Mentee on Instagram, Twitter, Facebook or LinkedIn, please first get permission to do so from your Mentor. Once you have permission, tag us @MentorHerGlobal and we will re-share your information.
- If you want us to promote your business or career journey, please tag us on social media and we will re-share to our network!

The sharing of any information provided by Mentor Her is strictly forbidden including the links to our resource pages, PDFs or other information. All material is produced by Mentor Her with copyright Mentor Her 2021.

See you soon!

Mentor Her Team