



**MENTOR•HER**

# INTRODUCING YOURSELF

INTRODUCTION TO  
YOUR MENTOR AND YOU

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**PUBLISHED ON**

WEEK 1

**FOR**

CLIMBING  
THE CORPORATE LADDER



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# WELCOME

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## Welcome to the Mentor Her Programme!

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

Your Mentor is a wonderful woman who has decided to sign up to this programme so that they can help **you** on your journey in your career. 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 your Mentor to understand the support that you need in getting your career to the next level.

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

- 1. Finding out more about your Mentor**
- 2. Introducing yourself to your Mentor**
- 3. Letting your Mentor know your current position**

## THE MENTOR HER SCHEDULE

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Every week, we will be providing manuals to each Mentee on the programme to help you with your career and getting it to the next level. This is the schedule for the Mentor Her Programme beginning January 11th 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**



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# BEING A MENTEE

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## ASK & LISTEN

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As a Mentee, you've joined the Mentor Her programme because you need help getting your career to the next stage. You've been given the unique opportunity to talk to someone who has already gone on your path before you, who has made mistakes and learned from them the same way you will. Mentors haven't signed up to take over your career or get you a job immediately, they're here to share their experiences and support your next move. So take advantage of the experience that they have and ask questions, hear their stories and listen to things that they have learned along the way. Your Mentor's journey will probably look a lot different than your own and that's okay! No two journeys are the same. The beauty is, there's advice and insights in your Mentor's anecdotes that she might not even know she's sharing! Always listen, always ask to know more and always consider if these stories are applicable to your own journey.

## FOCUS

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Mentor Her supplies manuals every week to give you the opportunity to focus on your journey and understand the task at hand. Sometimes you might know some of the information provided, as every Mentee is at a different stage in her success story. Most of the time, it's a good idea to re-read the information in order to reevaluate your position and rehash the ideas you had at the start of your journey to get a better understanding of where you're headed. So focus on the goal at hand, take advantage of the information presented every week to ask questions and develop ideas with your Mentor. Remember, we're all part of this programme because we want to see **your** success, by helping you focus and getting you on the path to achievement.

## ACHIEVE

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As a Mentee, the most important thing you can do is try your best. By connecting with a Mentor that's already achieved a huge amount in their career, you're receiving an opportunity your peers and competitors have not had. Take advantage of the time you have with your Mentor, the insights that you are being provided, the information you are receiving. Set realistic goals, be professional, mature and understanding, give your Mentor and anyone else you meet on the Mentor Her programme the best version of you. By the end of the programme, we hope that you will have a better understanding of the journey ahead, have made a plan and are getting on the road to achieving your goals.



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# QUESTIONS TO ASK YOUR MENTOR

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Your first session is all about learning more about your Mentor. You can learn so much from asking as many questions as you can and listening to what they have to say. Your Mentor will have stories to share, advice to give and things to tell you throughout this programme. Every week, before you have a session, you should reflect on what aspects of the business world you need to improve your understanding on and ask questions to your Mentor while you're on the programme! Your Mentor won't have all the answers to everything, but she might be able to refer you onto a services that does.

## QUESTIONS TO ASK YOUR MENTOR:

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1. What is your current position and how long have you been doing what you do?
2. How did you begin/get into this career? Did you study a similar subject in a college or university or did you happen in this industry/role by chance?
3. What was your work experience before you came to be doing what you do today?
4. What do your day-to-day tasks consist of?
5. Has your position or company been affected by Covid greatly? How did your employers deal with the situation last year?
6. What has been your biggest challenge in your career in the past few years? How did you overcome it?





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# IT'S ALL ABOUT YOU

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As a Mentee on this programme, the best thing you can do for your Mentor is let them know who you are and where you're going in this first session. This will help them get to know you and what you stand for- it will also help them answer your questions and understand how to help you in your career journey.



## YOUR BACKGROUND

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Give yourself time to tell your Mentor your background. From where you grew up to what you wanted to be as a kid, any university or college experience to what you worked as in your past jobs and what you enjoyed or didn't enjoy about these roles. Chatting candidly about your background can really help your Mentor get to know you better.

## YOUR PERSONALITY

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What makes you stand out from the crowd? Consider what makes you **You**! Are you passionate, determined and confident, introverted or extroverted, organised or a last-minute kind of girl? Do you love the spotlight or are you better behind the scenes? If you struggle with how to describe your personality, consider how your friends describe you and what people would say is your best characteristic.



## YOUR AMBITION

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Consider what made you apply for the Mentor Her programme. You need help with your career, but where do you want it to go? On your application, we asked you where you wanted to be in five years. Consider what your end purpose is- do you want to have more time and flexibility, do you want to make more money, do you want to do something big in your personal life like buy a house? What motivates you every day?



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# YOUR CAREER

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The last thing you and your Mentor should consider discussing is your career. After all, it is why you're on this course to begin with! Allow the last bit of your session for your Mentor to understand your career and what your position is at the moment. Next week, we'll be looking at the next steps you need to take by identifying what your current position is and what you need to do to naturally get to the next step.

1. What is your current role? \_\_\_\_\_

2. What industry are you in at the moment? \_\_\_\_\_

3. What attracted you to the industry you are in/want to be in? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Do you think the industry lived/will live up to your expectations?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Are your qualifications applicable in any other industry, in any other role?

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\_\_\_\_\_

6. What role and industry would you like to be in a year, or two years' time?

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\_\_\_\_\_





Next Week



MENTOR•HER

# YOUR DREAM CAREER

IDENTIFYING WHERE YOU WANT  
TO BE IN YOUR CAREER

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PUBLISHED ON

WEEK 2

FOR

CLIMBING THE CORPORATE  
LADDER