



BPW INTERNATIONAL Mentoring Task Force

Short introduction to Mentoring by BPW International

Aims of BPW

- Contribute to society by *enabling women to sustain themselves economically.*
- *Develop professional and leadership potential* for women at all levels
- *Equal participation* of women and men in *power and decision-making roles*

Mentoring Program BPW International

Mentoring is one of the tools to realise the aims of BPW. Our members are from all professions, they have an immense source of knowledge and experience that can be shared. Mentoring between members is a superb means to empower women and to strengthen club life.

BPW sees mentoring as a learning process between two individuals. It offers support to develop a program for **mentoring between two people: a mentor and a mentee** (called tandem mentoring: two people riding a bike to reach together a goal they agreed on).

Our aim

- ▶ every club takes part in the Mentoring Program
- ▶ every club or every federation has a person in charge of the Mentoring Program
- ▶ for communication, skype, mail, phone or even whatsapp shall be considered as convenient means.
- ▶ In future, Mentoring shall be possible cross-borders, i.e. the mentee can live in another country (even on another continent) than the mentor. Thus our international network stimulates intercultural coordination and understanding.

Step by step to a Mentoring - Tandem

Mentee

- Apply for a mentor by the person in charge of mentoring in your club.
- Meet the person in charge for an introductory conversation and fill in the application form.
- Then meet the person in charge and discuss your mentoring goals
- Formulate with the person in charge the type of mentor you need:
- specific expertise, skill or attributes
- Then you will be admitted in the mentoring program

Person in charge

- Choose a mentor who answers the needs of the mentee (matching)



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Mentee and Mentor

- First meeting between mentee and mentor: The mentee communicates her goals and needs to the proposed mentor.
- If both mentee and mentor intend to work together, an agreement form is signed: it contains
 - ⇒ the goals to reach
 - ⇒ the intervals of meetings
 - ⇒ the ways of communicating
 - ⇒ the duration of the mentoring relationship (normally one year)
- After 6 months and at the end of the mentoring relationship mentee and mentor evaluate the mentoring process

Elements of the program:

- Application for mentees and mentors
- Objectives for mentees
- Matching procedure (followed by ½ to 1 year of mentoring relationship)
- Evaluation

Your regional Taskforce or the Taskforce Mentoring of BPW International will help to establish a mentoring program in your club. You need:

- organisation
- plan of procedure
- structures
- data

The support includes different forms (e.g. application form, evaluation form and so on), a checklist and offer of workshops. In Europe the regional Taskforce offers support by the so-called "Mentoring Hour". There members can get information about establishing mentoring in a club or how to get a mentor. (s. contacts at the European website:

<http://bpw-europe.org/programs-3/mentoring-program>

Get ahead with mentoring:

- Your members learn in a focused way to fill specific gaps in their professional development
- Your club will be more attractive to young women who can profit from the mentoring program
- The growth of clubs contributes to society by developing the professional and leadership potential of women.

The forms we propose can be adapted by each club according to individual needs.

- 01 Short introduction to mentoring
- 02 Rules-guidelines for mentoring
- 03 Registration mentee
- 04 Registration mentor
- 05 Mentoring Agreement
- 06 Evaluation form Mentoring