



BPW INTERNATIONAL Mentoring Task Force

Rules and Guidelines

Ground rules to be respected:

- Privacy:** Mentor and mentee respect privacy and keep all information confidential.
- Responsibility:** Mentor and mentee are equally responsible for the success of mentoring.
- Professional secrets:** Both mentor and mentee keep all professional information confidential.
- Date security:** The dates are only for the use of mentoring and the person in charge of the mentoring program.
- Evaluation:** Mentor and mentee evaluate their common work in view of the agreed on aims and the quality of contacts.
- Responsibility:** The person in charge of the mentoring program evaluates regularly the success of the mentoring.
- Problems:** If a disagreement arises, and you are unable to resolve it, then the person responsible for the program must be informed.

Guidelines Mentoring

Formal Mentoring

Note. Not all the clubs are organized in the same way. There may be a board of directors or a club committee, depending on the national structure of BPW.

Responsibilities:

Whoever instigates the mentoring is responsible for implementing the program and seeing it through to the end. This may be a local club, several clubs together or a whole federation. The board (of directors) of the club provides the structure/intent of the program i.e. rules to show how the program should be carried out.

The direct contact for mentees/protégées and mentors will be a person appointed by the club. This person in charge of mentoring (or a supporting team) will match people into a mentoring tandem and evaluate the results of the mentoring program. She will have the support of the board (or club committee) of either local or national clubs.



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Program

There are different possibilities for launching, operating and controlling a program. It normally depends on the club resources.

Considerations:

Setting up a program takes time. It is a good idea to build up a team of BPW members to set up a program. The program has to be approved by the board and the rules have to be communicated to the club. Another point to decide will be who is admitted to the program: members only or potential members who apply for a testing trial.

Mentoring is volunteer-based. There are no dues to be paid. The clubs can choose to charge for their help but the mentoring program itself is free.

Program outline (► step by step to a mentoring program):

- Collate all the necessary data / information:
 - List of available mentors drawn mostly from their own or a neighbouring club
 - Registration / admission of mentee (► Registration form)
 - Registration of mentor (► Registration form)
 - Check whether any legal formalities need to be addressed
- Search of a qualified mentor (according to the needs of the mentee)
- Matching process (Tandem of mentor and mentee)
- Mentoring agreement between mentor and mentee (► mentoring agreement)
- How to deal with complaints
- Evaluation (► Evaluation form)
- Publicity to inform members and attract new members

Supplementary:

- workshops for mentees and mentors
- panels and exchange of experiences