

# BusinessChicks

## **MENTORING PROGRAM 2009 FREQUENTLY ASKED QUESTIONS**

### **For mentees**

#### **Where is the mentoring program being run?**

This year, we're running the program in NSW, VIC and QLD.

#### **Who is eligible to be a mentee?**

Business Chicks members who are looking to develop their skills under the guidance of a successful business woman.

#### **What will I get out of it?**

You will learn from peers who have been there and done that. Mentees in similar programs have reported a boost in their self esteem and confidence, work promotions, improved skills, better relationships at work/home, increased knowledge, extending your professional network, career planning, and better management of work/life balance. Expect to achieve and action tasks, as your mentor will be holding you accountable and following up in every meeting.

#### **How long does the mentoring program go for?**

6 months

#### **What is the fee for the mentoring program?**

\$600.00 + GST for mentees

#### **How will you match me with a mentor?**

Mentors and mentees will be matched by way of their profile applications and phone discussion. With the information about the mentor and mentee industry, experience, nature of current role, ambitions, key development areas together with their personal characteristics and qualities, this will be used to make a match. There will also be an interview with the relevant state Learning & Development Business Chick.

#### **How often will I have contact with my mentor?**

Throughout the 6 months you will have regular face to face sessions and/or contact via telephone with your mentor. It is expected that you meet at least once a month face to face and have at least two meetings a month including the face to face meeting. However you and your mentor may come to your own agreements regarding what suits you, as long as there are two meetings a month. The frequency and mode of meetings need to be tailored to the specific needs of each mentoring pair.

#### **What if I can't keep my monthly mentoring appointment?**

Upon accepting you into the Business Chicks mentoring program, we ask that you check your availability for meetings as soon as possible and lock them in with your mentor. However we do understand that unexpected circumstances prevent you from keeping these scheduled appointments. If so, please arrange an alternative time to make up that meeting with your mentor as soon as possible.

#### **What do mentees expect from their mentors?**

Encouragement, support, honesty, guidance, help with their vision, assistance in making good choices, referrals, help in defining and reaching goals, availability twice a month without interruption, the benefit of the mentor's experiences. Honest discussion about tough issues, help develop a network and idea stimulation. A person who will hold you accountable each meeting to ensure you are striving to achieve what you have set out to achieve.

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## **Will discussions and information shared with my mentor be in confidence?**

Yes, in order to foster open and honest communication the mentee must be able to trust the mentor not to disclose their discussions with others. A confidentiality and release agreement will need to be signed by mentor and mentee.

## **What if things aren't working out with my mentor or I'm not getting the results I'm looking for?**

### **Who do I contact with problems?**

It is expected that both mentors and mentees will put forth their best efforts to create a positive relationship and openly discuss any challenges. If these efforts are unsuccessful, please contact the Learning & Development Business Chick in your state with any problems.

## **Can I get my money back?**

No, your money will not be refunded after the mentor/mentee sessions have commenced.

## **For mentors**

### **Where is the mentoring program being run?**

This year, we're running the program in NSW, VIC and QLD

### **Who is eligible to be a mentor?**

Ideally, a Business Chick mentor will be a person who is willing to share their expertise, knowledge, organisational insight, professional advice, or other information with one of our mentees. The mentor will have a genuine desire to help their mentee develop personally and professionally. Previous mentors have run their own businesses or occupied management roles (or higher) in companies.

### **Do I need special skills to be a mentor?**

You need to be committed to helping your mentee, to hold them accountable, give them advice from your experiences and share other insights. You need to be an open and honest person who is a great communicator in a one-on-one situation. You need to have confidence in your ability to help support and develop an individual.

### **How will you match me with a mentee?**

Mentors and mentees will be matched by way of their profile applications. The information they each provide about their industry, experience, nature of their current role, ambitions and key development areas will be considered during the matching process, along with their personal characteristics and qualities. There will also be an interview with the relevant state Learning & Development Business Chick.

### **What do mentors do?**

In a learning relationship, a mentor's role is to guide the mentee, rather than being the expert with all the answers. Your role is to give encouragement, support, honesty, guidance, help with their vision, assistance in making good choices, referrals and help in defining and reaching goals. You'll facilitate honest discussion about tough issues, help your mentee to develop a network and stimulate ideas for discussion. You must be able to offer your mentee two uninterrupted face-to-face catch-ups a month, and be willing to share your own experiences.

### **How much time is required and how long is the program?**

You will be provided with a Mentoring Agreement consisting of a plan and schedule. The plan will be drafted by the mentor and mentee, capturing any specific areas the mentee would like to focus on and include how they are going to work together (eg preferred methods of communication). The frequency and mode of meetings needs to be tailored to the specific needs of each mentoring pair. We recommend at least two meetings per month for a period of 6 months.

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## **What if things aren't working out with my mentee and who do I contact with any problems?**

It is desired that both mentors and mentees will put forth their best efforts to create a positive relationship. If these efforts are unsuccessful contact the Learning & Development Business Chick in your state.