

# Empowering Women

## MENTORSHIP PROGRAM

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### Tips & Best Practices

- Make it personal – “What helped the most, is having a level of personal dialogue. It is not always so work related. The personal touch really helps the relationship build and get more comfortable. It has allowed us to learn about each other in a more organic way.”
- At the end of the call, select the topic to talk about for the next call.
- Occasionally say, "since this is between us" to help build trust.
- Flexibility - work to stay on topic but if something comes up that relates to the topic, both need flexibility to "fit it in" as part of the discussion.
- Visualize - Make a plan of what you want to accomplish that day in writing and let that guide your day, so you visualize what you want to get done.
- Consistency is key with developing a mentor and mentee relationship.
- Computer glasses can help to prevent eye fatigue.
- Mentors – don't worry that you're not helping enough...as long as you're both enjoying your time together and sharing the journey, you're a success!
- Mentees:
  - Have honest conversations with your supervisor about your desired direction in the company.
  - Take time to write a list of your accomplishments.
  - Take care of yourself and have mental health days, as needed.
  - Have a prepared agenda and schedule meetings ahead of time for the mentor.
  - Set the meetings on a regular cadence and then adjust as conflicts come up.
  - Pick a high-level topic for each session and then have it be the starting point.
  - Write down questions or topics that you want to discuss as soon as they come to mind. That way you have a list of things to organize when making the agenda for your next meeting.
  - My mentee sends me a note the day before our meetings with the 2-3 topics she would like to cover. This gives me time to reflect and think about real stories I can share with her as ideas.



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### Resources

- Blinklist – the use of podcast to help you dive into what you are looking for. Blinklist is a great resource. It's not free, but the information contained in these 20 minute or less podcast really trigger your mind to see the other side of what you are looking for.
- Books
  - [How to Win Friends & Influence People](#) by Dale Carnegie
  - [I'm Judging You by Luvvie Ajayi](#) – great book on diversity, especially in today's climate.
  - [The Artist's Way](#) by Julia Cameron
  - [Daring Greatly](#) and [Rising Strong](#) by Brené Brown
  -
- TED Talks – [How to make stress your friend – Kelly McGonical](#)
- Podcast – [Unlocking Us](#) with Brené Brown
- LinkedIn post – [The 7 Habits of Highly Annoying Speakers](#) by Shelley Bamberger
- [Clifton Strengths Assessment](#) (formerly Clifton Strengths Finder)

### Ideas for the future

You voiced your support for the structure of the program and shared a lot of appreciation for what we're currently doing. A few new ideas:

- More networking. There was a definite consensus for more networking opportunities. More meet-ups with the full group and in smaller breakouts.
- Resources. Weekly or bi-weekly leadership links to quick ted talk videos (under 30 mins) along with some supporting reads or quotes.
- Conversation Starters - Add conversation starters to the Guidebook - Maybe provide a question to begin the session and begin the flow of conversation.

We will take these into account as we work on details for our next program – scheduled to launch in early November with applications due mid-December. Stay tuned for more.

