

Empowering Women

MENTORSHIP PROGRAM

Information for Mentors

The Empowering Women Mentorship Program is a structured plan that matches up-and-coming women in the electrical industry with a mentor. This relationship will help the mentee broaden her knowledge in specific areas, gain confidence to speak up in a meeting, elevate her capabilities, ask for that promotion, stand out and so much more. Each mentee that is part of this program has been nominated and sponsored by another member of our industry. The mentees have completed an application, a self-assessment and have made the commitment to dedicate the time and effort to see this program through.

Now we are asking you to consider mentoring one of these standout women.

Mentor Defined.

A mentor is a person who leaves a living legacy behind in the form of people who have benefited from the mentor's life experiences. You don't need all the answers, possess a PhD or be the CEO of a Fortune 100 company. You should however have a genuine interest in sharing your life experience and expertise. We ask that you be willing to be open, honest, approachable, inquisitive and objective.

What sets this program apart?

- We are focused on up-and-coming women in the electrical industry – allowing us to tailor the program to specific needs and relevant topics.
- Our mentors are senior leaders and experienced male and female veterans from the industry that care and are committed to helping women succeed in our industry.
- There are opportunities throughout the program to meet and connect with other professionals in the industry – broadening the network for both our mentees as well as our mentors.
- There is a course plan and guidebook, providing a starting point, and an ending point (see timeline below), meeting guidelines, conversation starters, and tips for building your mentoring relationship. The program is structured – without being too rigid, allowing the mentoring pairs to make it their own.

Mentor Benefits

It's proven that mentoring enhances leadership skills, accelerates careers, and provides many additional benefits for both mentee and mentor. We find the relationship is beneficial for all those involved. It allows the mentor to leave a living legacy behind in the form of those who have benefited from the mentor's life experiences. Most people tell us that they get as much, if not more, out of the relationship than they put in. We find that mentees are frequently able to teach the mentors a thing or two during their time together.

Some additional benefits of being a mentor are:

- Personal satisfaction - seeing your mentee succeed because of your input is a reward in itself.
- Leave your legacy - know that you contributed to the success of others.



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- Improve your skills - being a mentor requires communicating, listening and other key management skills. Practicing through mentoring helps you hone these skills.
- Learn something new – You will learn from your mentee. They may have skills and knowledge that you don't possess. The relationship may stir your creative juices and give you fresh insights on your own career.
- Leadership development - being a mentor helps you develop your ability to motivate and encourage others.
- New perspectives - because your mentee may come from a different background, you can learn new ways of thinking.
- Be challenged and inspired - 95% of mentoring participants said the experience motivated them to do their very best.
- Advance your career - employees who served as mentors were SIX times more likely to have been promoted. (Sun Microsystems)

What am I signing up for as a mentor?

In the Empowering Women Mentorship Program, the mentee holds the responsibility for driving the relationship forward. This helps show her dedication to the program and her own personal development – as well as a way to utilize her management and communication skills. The mentee is responsible for identifying her strengths and gaps (areas of curiosity) that are used to match them with the right mentor. The mentee sets the agenda for each meeting, asks thoughtful questions, takes notes, tries out some of the ideas and reports back to her mentor. This means that as a mentor, we ask that you:

- Share your insights, experience and lessons learned throughout your career.
- Attend the virtual kick-off and virtual wrap-up celebration.
- Meet with your mentee six times for 1-hour each between the kick-off and wrap-up meetings. These meetings can be via phone, video, live or a combination that works for you and your mentee.
- Following the wrap-up celebration, your commitment is complete. You and your mentee may choose to continue the conversation, but we spell out in the kick-off that there will be no hard feelings if/when the relationship ends.
- Focus on your mentee and her development goals.

You're not in it alone.

The program is structured but with flexibility to make it your own.

- Guidebook - We provide a step-by-step guidebook to get you and your mentee started with tips and templates that you can customize to ensure the program meets your needs.
- Mentor webinar - Mentors can participate in a webinar on "How to be a great mentor". In this webinar, KJ and Stacey share tips and best practices on being a mentor and facilitate an interactive discussion with other mentors in the program.



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The Matching Process

When you agree to be a mentor, we will ask you to complete a profile and self-assessment to help us identify your strengths. Similarly, the mentees complete an application and self-assessment to identify the 2-3 gaps (areas of curiosity) they plan to work on during the mentoring relationship. We match mentoring pairs based on the skills of the mentor with the development needs of the mentee.

Our goal is to ensure we are making the best matches to ensure everyone gets the most out of the experience. To enhance the likelihood of successful matches, our pool of mentors will be at least twice the size of our number of mentees. As such, not all mentors will be matched with a mentee. If we do not match you with a mentee, we will keep you in our mentor pool for future programs.

We use our industry knowledge to avoid matching mentees with a mentor who works for a direct competitor. As a final check, before we finalize the matches, we will notify the mentor of their mentee to confirm there is no conflict.

Spring 2024 Program Timeline (group meetings in bold)

Deadline for Applications	1/30/24
Applicants notified of acceptance into the program	2/13/24
How To Be A Great Mentor Webinar – Virtual	2/22/24
Mentee Orientation / Training - Virtual	2/22/24
Official kick-off meeting for mentor pairs - via virtual conference	2/28/24
Mentoring pairs meet every other week for 60 minutes for minimum 6 meetings	
Meeting 1	3/11/24
Meeting 2	3/25/24
Conversation Starters - Optional Meeting for mentoring pairs - virtual	4/2/24
Meeting 3	4/8/24
Mid-Point check-in by program manager	4/23/24
Meeting 4	4/24/24
Meeting 5	5/6/24
Meeting 6	5/20/24
Program wrap-up celebration - via virtual conference	5/30/24



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What's next?

If you're interested in being a mentor in the Empowering Women Mentorship Program, please complete the attached Mentor Profile and Self-Assessment and submit to info@KJCompany.net by January 30th 2024.

This program is successful because of the amazing, talented people we have that volunteer their time and experiences. We think you would be a great addition to our program and appreciate your consideration to join.

If you have questions or need additional information, please visit ewmp.info or contact KJ Van at info@KJCompany.net or 847-833-8124 or Stacey Felzer at Stacey@ChordMarketingServices.com or 404-822-4870.



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