

FAQ

What is mentoring?

It is a voluntary relationship between experienced mentors and members seeking guidance in their professional life. The benefits of mentoring are multiple.

For mentees it provides among others a personalised development opportunity, helps clarifying career direction and advancement and enhances confidence in dealing with challenges.

For mentors it provides the opportunity to develop leadership skills, increase their professional network and reflection on their own practices.

What is PWN?

PWN is a professional women's network that has a global organisation and many local chapters.

<https://pwnvienna.net/>

<https://pwnglobal.net/>

It is a global network for people accelerating gender balanced leadership in business and society through professional development offering a number of activities provided by the local PWN organisation and multiple possibilities of connecting and networking. One of the cornerstones of the PWN offering is the mentoring program.

What topics are offered?

We offer a number of topics, ultimately they depend on each year's applicants. What are the mentees looking for and what are the mentors offering. This will be decided in a process called the matching. PWN focussed on career development as well as personal development topics. PWN embraces all type of applicants: early career, people retuning to work or starting a new career in a new country as well as more specific topics.



Figure 1: Typical Topics in PWN Mentoring

What is Matching?

The matching process is the moment the PWN coordinators sit down and evaluate all applications mentors and mentees alike. In this process the mentees will be assigned to specific topics and then mentors found for their goals. This is a very intense process and therefore we require all applicants, mentors and mentees, to provide their CV and a detailed application form. The coordination team tries to find the best fits possible between mentors and mentees.

When does the PWN mentoring program start?

In 2018 the program will start on the 3rd of October. The announcement and the invitation will be sent out to the selected mentors and mentees.

Until when can I apply?

You can apply until the 16th of September midnight!

Mentor Application

<https://goo.gl/forms/RKqP6dzkJhvKinAf2>

Mentee Application:

<https://goo.gl/forms/NlTmmqQcxeuaQGqh1>

How is PWN mentoring working?

Once you are selected as a mentor or a mentee or both. You will be invited to the Kick-off Event on the 3rd of October. There you will meet your mentors/mentee/mentoring group.

From this moment on you will engage with your mentor/mentee on a regular basis. PWN by experience suggests to meet at least once a month in order to receive a certain number of mentoring sessions during the program. In the first meeting the mode of the meetings, place, regularity and the communication channels between mentor and mentee should be discussed. There will be documents provided to support the goal finding and the official mentoring agreement between mentor and mentee. That means both parties agree to enter a mentoring relationship and stick to it. Then mentoring will go its way, mentees will be asked sometime to do "homework" to prepare for next meeting and in the meetings should be about how to achieve the goals the mentee has set. Along the program we will hold workshops with the mentors and the mentees to see how the program proceeds. The mentoring should provide insights for mentors and mentees and in the best case let the mentee reach their goal within the program or give the mentee the insight in how to reach their targets. In some cases also goals are reached very early and then the mentoring can be used to observe or to set new targets. In June next year we will close the program with a good party.

What if the mentoring relationship does not work?

As the matching process can never be perfect and also expectations may differ, sometimes mentor and mentee do not match. Sometimes even mentees in groups do not match. Then we would ask the mentor and/or the mentee to let the mentoring coordination team know. The coordinators can then try to fix the relationship, or mentor and mentee might be assigned to different people. As the program kicks off in early October this should transpire around November/December. You should try to figure out in your first meetings if the mentoring relationship could work for you. This can happen and it is the job of the coordinators to support you along the way.

I want to be a mentee, what do I need to do?

If you want to become a mentee you should first ask yourself if you are willing to dedicate time for mentoring. This is a professional relationship and needs work to be fruitful. PWN identified lack of time the highest drop out criteria for mentees leaving the program.

Going ahead we would ask you to fill out an application to the mentoring program and send us your CV via mentoring.pwnvienna@gmail.com

<https://goo.gl/forms/NlTmmqQcxeuaQGqh1>

We will then evaluate your application and see if we have a mentor for you. We will confirm that you are part of the program on the 25th of September.

Mentees will be required to be members of PWN, the membership fee is 105 EUR per year and gives you access to a number of events and workshops. If you only want to join because of the mentoring program then you can wait until you have received your confirmation and pay the yearly membership fee then. This can be done online via

<https://pwnvienna.net/>

I want to be a mentor, what do I need to do?

If you want to become a mentor, we would like to be sure that you can dedicate at least a meeting with a mentee or a mentee group once a month.

To join we would kindly ask you to fill out the mentor application form and send your CV to mentoring.pwnvienna@gmail.com

<https://goo.gl/forms/RKqP6dzkJhvKinAf2>

We would then evaluate your application and see if we could match you with a mentee.

Can I be a mentor and a mentee?

Yes you can. Be aware that this will require more time from you, than once a month meeting, you will then dedicate double as much time in the program. As mentee you will be required to be member of PWN and pay the membership fee.

What are the requirements for being a mentor?

Being a mentor is quite a task. We evaluate each application and look into your expertise and background. We have usually mentors with specific work experience and a solid career path, as well as coaches, trainers, managers and therapists. PWN Vienna also encourages people to engage in mentoring, who have not done this before and support you with training and materials as well as with a possibility of supervision. We do address people of all ages and from all type of backgrounds. The mixture is important to us and also the drive and the motivation of the person.

I am a man, can I be mentor or mentee?

Yes you can. As PWN stands for a gender balanced leadership, we encourage men to join us. It is our mission to accelerate the equality at the workplace. All meetings and events are equally open to men and women.

Do I have to be a member of PWN?

If you are mentee you will need to be member. You can subscribe online

<https://pwnvienna.net/>

The membership entitles you to participate in numerous PWN events not only mentoring and also participate in meetings at other locations.

As mentor you are not required to be a member, we would very much appreciate your membership.

When do I need to pay?

If you are not yet member, and you want to join PWN Vienna only for the mentoring we suggest to wait until the confirmation email that you are in the program. Then we would kindly ask you to pay the fee.

When do I know I am part of the program?

As mentee you will be notified on the 25th of September.

As mentor you will be notified on the 22nd of September

I realise that I want to leave the program?

This is very unfortunate, as we are putting a lot of hours in the preparation of the program as well as mentors and mentees alike, we would kindly ask you to let the coordination team know that you want to leave. We would like to have your feedback and the reason why you have left. Life is change and we understand. This will not be a hinderance if you want to join us in the following years.

What is the language of the program?

In general we do speak English in the program and at the events. That might be different in the mentoring relationship, depending on your preferences and ability the mentoring meetings can be held in any language all participants can speak.

What about my data?

We will be asking a lot about you in order to understand your needs. The data i.e. your CV and application form are only handled within the coordination team. Nobody else will have access to your data.

As mentee, your CV and application form will be then provided to the assigned mentor.

For administration your name and contact details might be shared with other parts of the organisation.

We keep statistics of the program in order to understand how to improve the program. You will also receive the statistics of the program.

We also make photos and even videos at events, we would appreciate if we could use them with your permission for promoting the program.

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> WE RISE BY LIFTING OTHERS