

OWIT Mentoring Scheme Mentor Kick Off

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(Launched by Derwyn Kaferkey in 2017)

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Outline

- Clarifying Mentoring
- OWIT Mentoring Program Context
- The Benefits of Being a Mentor
- The Mentoring Relationship
- Skills for Effective Mentoring
- You Tell Us.

What is Mentoring?



Is about sharing your experience with other OWIT members to help them achieve their career aspirations.

Mentoring in the OWIT program

Can be:

- ✓ Focus on specific skills
- ✓ Sharing Industry Knowledge
- ✓ Providing Insight and advice

Is not:

- ⌘ Career Counselling
- ⌘ Emotional Counselling
- ⌘ Behavioural coaching

Mentoring Program Context

- **Purpose:** To build value of OWIT membership.
- **What:** Mentoring support on professional and career choices provided by OWIT members to OWIT members over a 6 month period
- **Why:**
 - Mentoring benefits both the Mentor and Mentee by allowing a free exchange of ideas and experiences, building skills in coaching and questioning.
 - It is aligned with the OWIT principles of professional development.
 - Is a way of giving added value to our members.
 - Reinforce connexions and give real support to women in trade.

What's in it for me?

- Better understanding of a business, a sector or the business environment
- Create a larger network
- Help solve issues
- Personal satisfaction in helping another person succeed
- Being a mentor will increase your leadership skills, experience, confidence and motivation.
- It will enable you to further develop skills in coaching and giving and receiving feedback
 - **Legacy:** Mentoring can play a role in capturing your personal knowledge, insight and experience and can leave a permanent impact on others and the profession



The mentoring relationship

- As a mentor, you will be matched up to a mentee by the program coordinator (Iulia)
- This is a short to mid term mentoring relationship and should last no longer than 6 months (minimum 3 months).
- The frequency of meeting depends on the topic, the mentee requirements and the time that the mentor has to invest in the relationship
- The meetings ideally should be around 60 – 90 minutes and can be face to face or over the phone or video conference.
- The mentoring coordinator will check in with both mentor and mentee after 1 month to provide support and advice if needed.



Skills for an Effective Mentor

- **Commitment** – once you enter into a mentoring relationship you need to be committed to seeing it to a successful conclusion
- **Active Listening** – helps you understand your mentee’s situation and whether they have understood your advice.
- **Reframing Questions** – this helps you dig deeper and get greater insight into your mentee’s situation
- **Confidentiality** – your mentee may share personal and confidential information with you – as a mentor it is your responsibility to keep it confidential.

5 Active Listening Techniques

1. **Pay Attention:** Give the speaker your undivided attention, and acknowledge the message. Non-verbal communication also "speaks" loudly.
 - Look at the speaker directly.
 - Avoid being distracted by environmental factors such as side conversations
 - "Listen" to the speaker's body language .
2. **Show That You're Listening:** Use your own body language and gestures to convey your attention.
 - Nod occasionally.
 - Smile and use other facial expressions.
 - Encourage the speaker to continue with small verbal comments like yes, and uh huh.
3. **Seek Understanding:** Our personal filters, assumptions, judgments, and beliefs can distort what we hear. As a listener, your role is to understand what is being said. This may require you to reflect what is being said and ask questions.
 - Reflect what has been said by paraphrasing. "What I'm hearing is," and "Sounds like you are saying," are great ways to reflect back.
 - Ask questions to clarify certain points. "What do you mean when you say." "Is this what you mean?"
 - Summarize the speaker's comments periodically.
4. **Defer Judgment:** Interrupting is a waste of time. It frustrates the speaker and limits full understanding of the message.
 - Allow the speaker to finish each point before asking questions.
 - Don't interrupt with counter arguments.
5. **Respond Appropriately:** Active listening is a model for respect and understanding. You are gaining information and perspective. You add nothing by attacking the speaker or otherwise putting him or her down.
 - Be candid, open, and honest in your response.
 - Assert your opinions respectfully.
 - Treat the other person in a way that you think he or she would want to be treated.

Reframing Questions

- Sometimes we just get stuck with a particular line of questioning – by reframing the question you can get your mentee to look at the situation in a different way.
- Reframing questions include:
 - What ‘rules’ are you using that could be challenged?
 - How would you deal with it if you were a man? (or a woman, or a child, or a customer, or a MD or your best friend?)
 - What would (insert name of role model) do in this situation?
 - What would you do if your bonus/life/job depended on the satisfactory resolution of this problem?
 - What would the best manager in your company do?
 - If you were your coach what question would you ask right now?
 - What would you try now if you knew you couldn’t fail?
 - How you make this task/event/situation fun?
 - How can you learn from this?
- For more support in questioning techniques, use the Inquiry vs Advocacy and the Questioning Techniques support sheets.

You Tell Us

- Are you prepared to become a mentor for the OWIT program?
If so,
- What are the areas in which you would like to mentor?

Mentoring Program Criteria

Criteria for Mentors

- Established professional in their area.*
- Willing to share knowledge
- Willing to commit to the process
- Willing to feedback and help improve the process
- Are an OWIT member

Criteria for Mentees

- Are an OWIT member
- Commit to making the mentoring relationship work
- Are able to articulate what they need from the mentoring relationship
- Willing to feedback to help improve the process

*Min 3 years experience

Outline Process



Mentor Co-ordinator talks to Mentee to clarify requirements, identifies suitable mentor and makes introduction

Mentor Co-ordinator provides Kick off material to both Mentor and Mentees and they kick off the process.

Mentor Co-ordinator calls Mentor and Mentee after Month 2 to understand if everything is OK and then at end of mentoring relationship to gather lessons learned.

Thank you for your attention!

For further questions, please use this email:
mentoring@owit-lakegeneva.org