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## General

### 1. What is the PWI Mentoring Programme?

*“Mentoring is recognized as cost-effective and impactful way to prepare future business leaders. In the past three years 60% of people who participated in a PWN mentoring Programme have gone on to achieve their life change goal, including promotions and career changes. This could be the start of the rest of your life!” (<https://pwi.be>)*

Our Programme is designed to make female talent grow, by creating opportunities for Mentees to have a one-on-one relationship with Mentors, who are a reference in their fields, and can leverage Mentees' ability to accomplish their goals.

Our main goals, besides increasing the pipeline of “female talent”, are:

- Develop a Mentoring practice focused on women's leadership development
- Promote the access to role models and contribute to sharing knowledge between the genders

### 2. What are the benefits of participating as a PWI Mentee?

- It helps talented people to develop their skills and aptitudes, to better understand “their self” and the personal characteristics that facilitate a change
- It has been proven that women involved in a Mentoring process increase their chances of being placed in higher management positions rather than those without a mentor
- It allows you to improve career strategies and gain greater exposure to new situations and people, by accelerating career progress
- Through a well-chosen Mentor (that matches your specific profile), you'll access someone with a significant experience and new perspectives, that becomes a sounding board for some of your decisions and evolution milestones
- You'll have access to activities promoted by the PWI, Brussels Mentoring team specifically for your intake or welcoming the entire Community of Alumni
- You can also self-organize networking activities with the other Mentees
- You'll also have a restricted group on Facebook, as a dynamic and informal channel, to share ideas and knowledge, all becoming co-responsible for the group evolution

### **3. Who is eligible to participate?**

The Programme targets three segments of women according to their career position:

- Women in first line management positions with the skills and ambition to reach a position with an even higher level of challenge and responsibility
- Women in intermediate management positions willing to progress in their careers to first line management positions
- Women in the beginning of their careers with min 3 years of work experience

### **4. Who are the mentors?**

Our mentors are women and men with proven experience and passion for mentoring. They're professionals with careers in a wide range of industries, usually with many years of working experience and from various academic backgrounds.

### **5. How long does this Mentoring Programme last?**

Our Programme supports pairs of Mentors and Mentees for approx.. 7 months. We're sure you'll build long lasting relations after the Programme, not just with your Mentor, but also with other Mentees.

### **6. What is the role of the Mentoring Team?**

The Mentoring Team provides support to guide and direct efforts of mentors and mentees to ensure successful Programme completion. In case of difficulties participants can ask the Mentoring Team for assistance and Mentees are responsible for giving the Mentoring Team feedback on how the Programme is going.

### **7. What kind of guidance is provided during the Programme?**

- Participants receive a Mentoring manual + (Mentor's manual and Mentee's manual)
- Mentees are invited to get together's
- Mentors get extra support from the Mentoring Team and may be matched to an experienced buddy Mentor
- Trio (Mentor, Mentee and Mentoring contact person) connection during the Programme

Each pair has the support that is adapted to their needs. Every mentoring relationship is different, and what each Mentee needs from our Programme may be different. After the initial meeting and the connection with the Mentoring Team we don't define a strict path; instead, we provide the Mentor and the Mentee with support to help them make the most out of each session

## **8. Will the information I share through the Mentoring Programme be kept confidential?**

Yes. All requested information is used for selection and matching purposes only. Contacts will be shared amongst other participants. When the Mentee's participation is sponsored by their own organizations, we guarantee total confidentiality of the information.

## **9. Do you promote additional activities?**

Yes. Our PWI Brussels Mentoring Programme includes some optional activities, besides the core mentoring Programme, such as:

- Mentee and Mentor networks
- Get-together's for mentees during informal dinners or other events
- Kick-off, Celebration events and a Mentoring workshop in the middle of the Programme
- Facebook Mentees for each edition, Facebook Mentors Network

## **10. How much do I need to pay to participate?**

After you got confirmed as official Mentee, there's a €180 mentoring Programme fee, for administrative expenses, paid upon acceptance. You will receive an email with payment information after being accepted in the Programme. Mentees also have to become a member of PWI, Brussels and pay the yearly €130 membership fee, in case they're not members yet.

# **Application and Matching**

## **1. What is the Calendar for the Programme?**

Our Programme is organized in several phases Please check dates for each specific year in the Programme presentation.

- August - Opening of applications and beginning of the selection process, centered on the analysis of several criteria, among which: commitment, goal clarity and will to evolve and change.
- End September – Speed Dating Event
- October - Kick-off event

### **During the Programme:**

- Work sessions with your Mentor, for approx.. 7 months, one Mentoring workshops and Alumni activities
- February - Mid review to Mentees
- May (Date TBD) - Celebration event

## **2. How do I sign up?**

Complete the mentoring application form on the page of the Mentoring PWI, Brussels [www.pwi.be/mentoring](http://www.pwi.be/mentoring)

## **3. How is the Selection process organized?**

For us to get a final group of very committed Mentees, there are several stages:

- The analysis of all CVs and applications and an immediate screening of those profiles that are more aligned with the goals of this Programme
- Selected interviews with the Mentoring Team to identify our candidates' main goals and fit for this mentoring relationship
- Speed dating event between mentees and mentors to help the matching process
- Finalisation matching process between the mentors and mentees

## **4. What are the main criteria in Selection?**

The selection criteria are based on the following elements:

- Complete application, including documents with correct naming
- Profile: Our evaluation criteria is based on the commitment, and where the individual is in her career to increase her growth
- Very high commitment and Eagerness to progress/change
- Is the mentoring process appropriate to mentee's goals and expectations?

## **5. When will I be informed if I was accepted as a Mentee?**

We will inform all applicants of their status after the speed dating event, before the kick-off event.

## **6. What means a no-fault opt-out clause in the Mentoring Programme?**

Corporate mentoring programs have an average 15% attrition rate. Some mentoring relationships do not work out, mainly due to limited commitment by either party or mentee expectations not being in line with the program. Pairs are entitled to separate if their relationship is not working. The pairs Mentoring Coordinator will assist in this process and suggest that the pair rethinks whether it makes sense to both to continue.

## During the Mentoring Process

### 1. If I'm accepted, what is expected of me?

We ask for your commitment!

If you are matched with a Mentor, we ask that you maintain the relationship active and productive. We also ask that you maintain periodic communication with the mentoring team and let them know how things are going.

If the match is not working out, the sooner we know, the sooner the Mentoring Team will find a solution (e.g. provide additional support for pairs in need or propose to terminate the relationship).

### 2. How often should I meet with my Mentor?

The time commitment should be based on your goals for the year. We encourage Mentees to meet at least once a month with the Mentors, for one or two hours, in a face-to-face or virtual model.

### 3. What are acceptable ways to meet?

It's up to you and your Mentor to decide the best way to have your mentoring sessions, since in person meetings are not always possible. Some pairs are meeting by telephone, Skype, Zoom, ... Our recommendation is to have at least 1-2 face to face meetings in the beginning to build the relationship.

### 4. What happens if my Mentor and I aren't a good match?

Our goal is to provide the best possible match to each Mentee. If either the Mentor or the Mentee feels that the pair isn't a "good fit", they can notify the Mentoring Team and we'll try to help by providing additional support for pairs in need or propose to terminate the relationship.

### 5. What happens if the mentor is not responsive?

If the Mentor has not responded after a couple of weeks, please reach out to your Mentoring liaison person.

### 6. Where can I find the documents and information I need during my Mentoring Programme?

All current Mentees are given access to a restricted page on Facebook. In the initial welcome package, you'll get your Mentee Manual and the Facebook link where you will find important and helpful tips.