

<VICICT4.WOMEN/>

mentor(SHE:)

# Program Guide



## Contents

About MentorShe .....	3
About Vic ICT for Women .....	4
MentorShe Events .....	4
Resources .....	5
Session 1 - Planning your first meeting .....	9
Session 2 - Setting objectives .....	10
Sessions 3 - 9 – Tracking progress .....	15
Session 10 - Wrapping up .....	16
No fault closures .....	16
Sessions Journal .....	18

*"The most successful mentorships are ... a two-way experience where both sides benefit from the relationship. In these relationships, the mentor experiences satisfaction and new perspectives by providing guidance and insight to the person seeking advice, while the mentee gains the benefit of experienced advice." Forbes*



## About MentorShe

Mentoring is vital to the success and retention of women working in tech. We all benefit when someone shows us the ropes and sponsors us for new opportunities, particularly when they're in senior roles.

With only 28% of tech sector roles filled by women (compared to 44% in other industries) mentoring offers a solution to help women overcome any barriers to a successful and fulfilling career.

The VIC ICT for Women **mentor(SHE:)** program is truly unique and aims to support the retention of women working in the tech sector. The program is designed to build confidence, provide networking opportunities, and facilitate professional development.

Although the program is aimed at women working in technology focused roles, it's evident that more women today are joining the program to obtain guidance on how to manage broader career challenges such as maintaining a better work/life balance, dealing with workplace conflicts, leadership and executive progression and career changes. This program provides an open forum to discuss these opportunities.

## About Robert Walters

Established in 1985, Robert Walters plc is a world-leading specialist professional recruitment consultancy and the core brand of the Group. Hiring managers world-wide rely on us to find their best specialist professionals and our clients range from the largest corporates world-wide through to SMEs and start-ups. We recruit people for permanent, contract and interim roles across the world.

*Robert Walters is a proud GOLD sponsor of Mentor(She:)*



## About Vic ICT for Women

Vic ICT for Women is the professional organisation that is putting a rocket up the industry and creating epic pathways for women in tech leadership. We are the voice of leadership.

How do we do this? We are working the diversity agenda from the top down. We are mentoring, training and connecting our individual members. We have pioneered award-winning and record-breaking programs that mean we're rolling our sleeves up and getting seriously dirty about diversity in tech.

## MentorShe Events

Event	Description
<b>Kick-off</b>	A networking event at the start of the program to introduce mentors and mentees to each other, and to the MentorShe team.
<b>Workshops</b>	Education sessions where you can gain valuable skills to help you with your mentoring relationship and general professional development
<b>Vic ICT Events</b>	MentorShe hosts program participants at other Vic ICT networking events like the Importance of Women breakfasts and What's Hot in IT events after work
<b>Social Events</b>	We offer networking events for mentors and mentees to get to know each other in a more relaxed environment
<b>End of Year</b>	A networking event at the end of the program to wrap up the year and celebrate our achievements



LIFE IS NOT ABOUT  
WHO YOU ONCE WERE .  
IT ' S ABOUT WHO YOU  
ARE NOW , AND WHO  
YOU HAVE THE  
POTENTIAL TO BE .



## Resources

### How to be an amazing mentor

Take a minute to think about the best mentor you've ever had. This doesn't have to be someone at work; mentors come in all shapes and sizes. It can be your manager, a colleague, a parent, a friend, a coach, a college professor, anyone who's been a particularly excellent advisor at some point in your life.

Now, think of what made them stand out to you. Was it the example they set? That you felt like they really understood your communication style, your working style, or your goals? That they seemed to always point you to the right resources or give you the right advice when you needed it?

At some point in your life (and, if you're lucky, many times), you're going to find yourself playing the role of a mentor to someone, somewhere. It can be both exciting, and a little confusing. What exactly does it mean to be someone's mentor, and how can you really stand out in the role?

- Approach each mentorship differently
- Set expectations together in the very beginning
- Take a genuine interest in your mentee as a person
- Know when to listen and wait before giving advice
- Don't assume anything, always ask
- Provide constructive feedback
- Be open about your mistakes, they are the best learning tools
- Celebrate your mentee's achievements
- Lead by example



## How to maximise your mentee experience

To get the most from the MentorShe program, prepare by reflecting on your past experiences. This will develop understanding, allowing one to consider future needs, explore options and strategies with the mentor's input. You can start this process by considering the following pre-fixes to sentences:

- I am experiencing difficulty with...
- In terms of support, I may need...
- I want to develop my skill(s) in ...
- What would you suggest for...?
- How can I find out more about...?

Make sure you bring your mentoring goals to every meeting so that you can keep track!

***To get the best out of your experience, the key is to prepare.***



*My Mentor was a breath of fresh air with new insights and perspectives together with new challenges that I had to rise to. The ability to talk openly and honestly regarding my career with someone outside my company was invaluable.*

*I now consider a Mentoring programming as an ongoing integral part of my career development.*

**SCADA Analyst, AusNet Services**

Mentors can make a difference to your career and self-confidence as a woman in tech. The program provides networking with peers and more experienced mentors in the industry. The webinars and lunches are a great way to keep us engaged. Most of all it's a community where we can share and learn from each other in a safe space.

### **Recruitment Consultant, Method Recruitment**

*"I've found the Program to be incredibly valuable. It's had a definite impact on my career (I've gone up a role grade and am leading BAs on projects now, which I credit in part to the skills I've developed during my mentoring year), and to my personal life. I've learned to take control of my career and have developed a lot more confidence in my dealings with people in general."*

**Business Analyst ANZ Bank**





## Session 1 - Planning your first meeting

As the mentee, you are responsible for the mentoring relationship. You should contact your mentor to organize a time and place for the first meeting, that suits you both. The MentorShe team will provide you with your mentor's contact details, so call or e-mail them within a few days of receiving these.

### The Commitment

It is essential that contact be maintained throughout the mentorship. We recommend participants meet at least monthly for a minimum of one hour throughout the year. These sessions can take place in person or by phone or online. You should discuss your level of time commitment with your mentor or mentee. Some people may wish to meet fortnightly during the program, or they may wish to supplement a monthly meeting with regular emails or phone calls. Also, bear in mind any planned leave.

### Preferred Style of Contact

Both the mentor and mentee need to decide whether contact during the mentorship will be formal or informal. Participants should also decide whether they want to follow the suggested program framework, discuss pre-prepared topics at their meetings, or if they prefer ad hoc discussions.

### Location

Both participants need to agree on a preferred location to meet during the mentorship. You could try the mentor or mentee's office or university, a café, or a library.



## Session 2 - Setting objectives SMART objectives

Goals are part of every aspect of business/life and provide a sense of direction, motivation, a clear focus, and clarify importance. By setting goals for yourself, you are providing yourself with a target to aim for. A SMART goal is used to help guide goal setting. SMART is an acronym that stands for Specific, Measurable, Achievable, Realistic, and Timely. Therefore, a SMART goal incorporates all of these criteria to help focus your efforts and increase the chances of achieving that goal.

### 1. Specific

Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. When drafting your goal, try to answer the five "W" questions:

1. **What** do I want to accomplish?
2. **Why** is this goal important?
3. **Who** is involved?
4. **Where** is it located?
5. **Which** resources or limits are involved?

#### Example

Imagine that you are currently a marketing executive, and you'd like to become head of marketing. A specific goal could be, "I want to gain the skills and experience necessary to become head of marketing within my organization, so that I can build my career and lead a successful team."



## 2. Measurable

It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal. A measurable goal should address questions such as:

1. How much?
2. How many?
3. How will I know when it is accomplished?

### Example

You might measure your goal of acquiring the skills to become head of marketing by determining that you will have completed the necessary training courses and gained the relevant experience within five years' time.



### 3. Achievable

Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it. An achievable goal will usually answer questions such as:

- How can I accomplish this goal?
- How realistic is the goal, based on other constraints, such as financial factors?

#### Example

You might need to ask yourself whether developing the skills required to become head of marketing is realistic, based on your existing experience and qualifications. For example, do you have the time to complete the required training effectively? Are the necessary resources available to you? Can you afford to do it?



#### Tip

Beware setting goals that someone else has power over. For example, "Get that promotion!" depends on who else applies, and on the recruiter's decision. But "Get the experience and training that I need to be considered for that promotion" is entirely down to you.



#### 4. Relevant

This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your plans drive everyone forward, but that you're still responsible for achieving your own goal.

A relevant goal can answer "yes" to these questions:

1. Does this seem worthwhile?
2. Is this the right time?
3. Does this match our other efforts/needs?
4. Am I the right person to reach this goal?
5. Is it applicable in the current socio-economic environment?

#### Example

You might want to gain the skills to become head of marketing within your organization, but is it the right time to undertake the required training, or work toward additional qualifications? Are you sure that you're the right person for the head of marketing role? Have you considered your spouse's goals? For example, if you want to start a family, would completing training in your free time make this more difficult?



## 5. Time-bound

Every goal needs a target date, so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.

A time-bound goal will usually answer these questions:

1. When?
2. What can I do six months from now?
3. What can I do six weeks from now?
4. What can I do today?

### Example

Gaining the skills to become head of marketing may require additional training or experience, as we mentioned earlier. How long will it take you to acquire these skills? Do you need further training, so that you're eligible for certain exams or qualifications? It's important to give yourself a realistic time frame for accomplishing the smaller goals that are necessary to achieving your final objective.

<https://www.mindtools.com/pages/article/smart-goals.htm>



## Sessions 3 - 9 – Tracking progress

Remember - the mentee is responsible for driving the relationship. Mentees, you should prepare for your sessions with your mentor, to ensure you get the most from them, and that your mentor can provide the best guidance possible.

In your sessions journal at the end of this pack, you'll find forms to help you marshal your thoughts before your meetings with your mentor. You'll also find a form to record the meetings themselves.

Before each session, use the Mentee Preparation Form for what you want to cover, and the Meeting Notes Form to set agenda items with your mentor. This will allow you to plan for your meeting.

Keep in mind though, that setting an agenda might be helpful, but is not always necessary. Do what works best for you both.

Here's a useful model for planning your agenda:

- Exploring the current situation (where am I?)
- Exploring the desired situation (where do I want to be?)
- Planning how to get there (how do I get there?)

After each session spend some time to reflect. Re-visit your thoughts before your next session and ask yourself how you have applied your learning.

### Always remember

- **Be flexible!**
- **Agendas and plans change.**
- **Sometimes a change in direction can be positive too!**



## Session 10 - Wrapping up

You should be finished with the MentorShe program by December. Now is the time to assess your progress in achieving the objectives you set for yourself, and to consider what else you might have gained through your participation. It's also a good time to reflect on what you might take away to use in future, and whether you want to participate again the following year.

Keep in mind also that you may achieve your objective before the end of the year – and that's OK!

If you do wrap up your relationship early, please make sure to [let the MentorShe team know](#).

Once the relationship concludes you will be asked to provide feedback via an evaluation survey. Your honesty and reflection will ensure the program grows and stays relevant for today's ICT workforce. Mentors will be encouraged to continue their relationship with a new Mentee in subsequent iterations of the program, and Mentees will be encouraged to consider becoming a Mentor themselves.

## No fault closures

Sometimes pairings cannot continue; you may need to conclude the relationship earlier than anticipated, perhaps due to changes in employment conditions or roles, or if either or both of you are no longer benefiting from the relationship. In the case of a termination of the mentoring relationship there is no further obligation on either party. Additionally, VicICT4W cannot commit to finding another partner. However, we will assist where we can.

A no fault closure e-mail will be issued by the Program Co-ordinator if the Mentee does not contact the Mentor for a period of two months. This will release the Mentor back into the resource pool and allow a rematch if the opportunity arises.





girlboss

**Start where you are.  
Use what you have.  
Do what you can.**

---

*Arthur Ashe*



## Sessions Journal

### Session 1 – Establishing Your Relationship

Many people find it easier to start with a more informal discussion, to build rapport and provide a gentle introduction to the discussion of more serious ‘planning’ and career development topics.

Planning helps build trust and understanding in the mentorship.

Discussion topics	Notes
<b>Meeting Frequency</b>	
<b>Style of Contact</b>	
<b>Location</b>	
<b>Where does your Mentor/Mentee work?</b>	
<b>What is their role?</b>	
<b>What are they passionate about?</b>	
<b>Do you prefer cake or cheese?</b>	
<b>Challenges and subjects for mentoring:</b>  Mentees should discuss the challenges they are facing and how their mentor might be able to help	



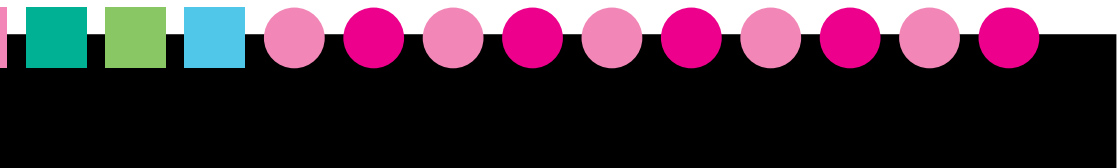
## Session 2 – Setting Objectives

Item	Notes
<b>Challenge</b> Copy this from the notes of your first meeting	
<b>Specific Goal to Address Challenge</b>	
<b>How will you measure success?</b>	
<b>How will you accomplish your goal?</b>	
<b>What makes this goal relevant to your challenge?</b>	
<b>When will you achieve your goal?</b>	
<b>What will you achieve before your next session?</b>	



### Session 3 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		



## Session 3 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 4 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		



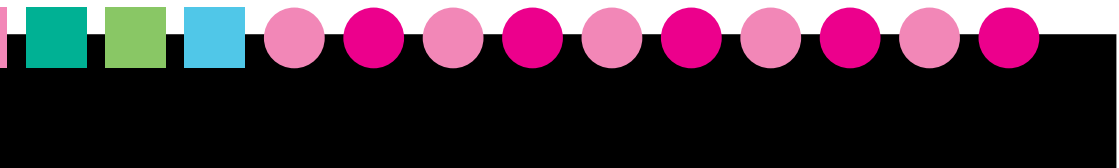
## Session 4 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 5 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		





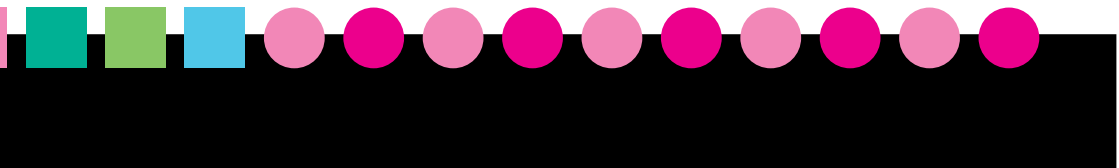
## Session 5 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 6 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		



## Session 6 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 7 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		



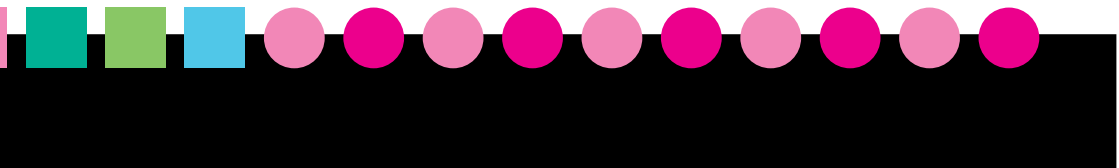
## Session 7 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 8 – Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		



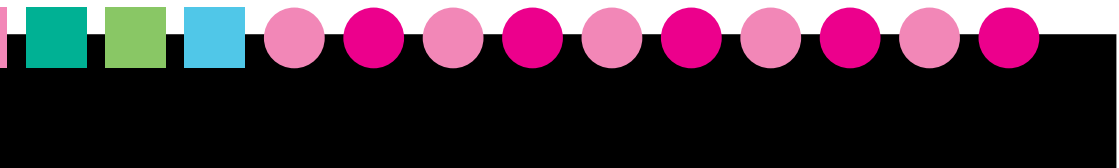
## Session 8 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 9– Tracking Progress Mentee Preparation Form

<b>Date:</b>		
<b>Session No:</b>		
<b>The challenges you face:</b>	<b>Actions taken:</b>	
<b>Any other thoughts you would like to discuss:</b>		





## Session 9 Meeting Notes: Agenda and Action Items

<b>Date:</b>	
<b>Session No:</b>	
<b>Agenda for the Session:</b>	
<b>Agenda item 1:</b>	
<b>Agenda item 2:</b>	
<b>Agenda item 3:</b>	
<b>Actions to take before next session:</b>	
<b>Action item 1:</b>	
<b>Action item 2:</b>	
<b>Action item 3:</b>	
<b>Insights during the session:</b>	
<b>What did you learn?</b>	
<i>Did today's session help you achieve a goal?</i>	



## Session 10 – Wrapping Up

This session is designed to help you assess your goals and achievements through MentorShe

**Did you achieve your goals?**

**What did you learn?**

**What else did you achieve?**

**What surprised you?**

**What are your ongoing actions?**



**AN ATTITUDE OF  
“WHATEVER IT TAKES” IS  
IMPOSSIBLE TO STOP.**

---

[WWW.STONEANDSTARS.COM](http://WWW.STONEANDSTARS.COM)  
[INSTAGRAM.COM/STONEANDSTARS](https://WWW.INSTAGRAM.COM/STONEANDSTARS)



# <VICICT4.WOMEN/>

## ASSOCIATION FOR ADVANCING WOMEN IN DIGITAL + TECH



<http://www.vicictforwomen.com.au/programmes/mentoring/>



<https://www.linkedin.com/company/mentor-she/>



[mentoring@vicictforwomen.com.au](mailto:mentoring@vicictforwomen.com.au)



<https://www.instagram.com/mentorshe/?hl=en>

