



Preparation for Speed Mentoring at CLC on Saturday 7th May, 2016

Speed Mentoring is an opportunity to share challenges, exchange ideas and stories and potentially identify a new mentor.

It is a chance for women to be mentored by professionals across many fields.

The mentoring session lasts for one hour and during this time there will be four individual 15-minute speed mentoring sessions.

Speed Mentoring Structure

Mentees will have up to four 15-minute sessions to talk to four different mentors on a topic of their choosing. The mentees are in charge of the discussion. Our main ambition is that everyone enjoys the experience. We don't match up mentors or mentees in particular fields, instead we leave it to alchemy on the day as to who mentors who.

Mentors will be arranged in circles and mentees will randomly select a seat and thus pair with their first mentor. A host will introduce each session with an explanation of mentoring 'ground rules' and will keep time, and signal (literally ringing a bell) for you to move onto the next mentee.

Who is it for?

The speed mentoring events are open to mentees at all stages of their careers. Mentors are women from all fields and industries and it's a wonderful opportunity for them to use their expertise and

experiences in supporting others overcome their professional challenges.

Preparation for Mentors

Mentoring is the process whereby one person helps another to find her own solution to problems and difficulties connected with work, career or personal life. Mentees may be women of all ages and experiences including girls still in formal education.

The mentees have been asked to; think about 2 or 3 problems/issues/challenges they would like to address during the session, to develop a brief description of each problem/issue/challenge, to place the problem in the context of their personal goals, priorities, and values and to try to identify any options to try and the advantages and disadvantages of these options.

The aim of mentoring is to help the other person to:

- become clearer
 - express tensions and frustrations
 - resolve problems
 - further develop skills and confidence
- Suggested breakdown for the session
- 2-3 minutes mentee introduction
 - 4-5 minute explanation of problem in context
 - 5-7 minutes of mentor/mentee dialogue and thought sharing

How to be an active listener

- First quieten your own mind
- Allow the other person to work out her own solution. Do not impose your own ideas or interrupt and solve the problem for them
- Be non-judgemental

- Help them to brainstorm ideas, including ones which may be slightly “off the wall”.
- Paraphrasing is useful to show you have been listening and have understood
- Give feedback which is factual, specific and accurate. The way in which you give the feedback will be crucial in determining whether it is accepted and acted upon
- Avoid offering your opinions or giving advice.
- Avoid making criticisms or trying to rescue them. If mentees ask personal questions please don't feel you need to answer them. If they want to talk about any issues which you feel uncomfortable about advise them that they can talk to an anonymous service like Samaritans who are present at the festival.

Useful phrases

Outline the present situation: “what things could be better/clearer/different” What’s a better situation “How I would like things to be/what I’m looking for” Possible routes for getting there “options/alternatives/consequences” Action Plan “What will I do and when?” Plan B: “What if it doesn’t work?”

Final Points

Enjoy yourself. This is an opportunity for women to support each other and share expertise and experiences.

Focus the mentoring on professional challenges

Call your host for support if you have any problems