

FutureWomen
Mentor
GUIDE

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Mentoring and our programs

Future Women works with women and gender diverse people at various career stages: from job searching, applying for promotions, managing complex teams, to navigating a career change and getting back into work after a career break.

Mentoring is offered as part of several programs, generally targeting either early to mid-career women who are participating in one of our leadership programmes or women who have taken a career break and are looking to re-enter the workforce.

The goals of small group mentoring sessions

- In your small group mentoring session, you will guide mentees to discuss a career related challenge with a view to finding new perspective, insight and/or action items.
- The goals of the mentoring session:
 - expose mentees to new perspectives, insights and ideas,
 - allow mentees to feel heard and share their story and contribute to the conversation; and
 - make personal connections.



The mentee cohorts



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The Jobs Academy cohort

- Approximately 600 participants across Australia aged 40+.
- The Jobs Academy program is 12 months.
- All members are either searching for work, investigating upskilling/study opportunities or looking to make a career change.
- Members come from a variety of backgrounds and industries and are at varying career stages and levels of job readiness.
- Many members have limited economic means and are time poor due to caring and other commitments.
- All members are dedicated to their careers, they joined Jobs Academy for support in making their next move.
- Common concerns we observe from members include low confidence, a lack of career clarity, outdated skills and systemic barriers like experiencing ageism, sexism, ableism and racism in their search for work.



Early to mid-level career women cohort

- Future Women run several other programs and memberships which aim to accelerate women on their professional journeys by supporting their skill development and expanding their networks.
- These memberships and programs are aimed at early to mid-career level, for individuals who are about to or already leading a team.
- These programs include a variety of activities. The core components include our Future Proof Webinar series (aimed at upskilling and building confidence in the workplace), our Masterclass series (half day interactive workshops aimed at developing leadership skills), The Leadership Summit and mentoring.



How it works



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Mentor session overview

- Small group mentoring sessions are scheduled for 90 minutes (shorter at your discretion) and conducted virtually via the Cisco WebEx meeting platform.
- There is a maximum of eight mentees per session.
- Mentees sign-up for a session that suits them and they submit a career challenge they want to discuss during the mentoring session. Examples of career challenges include not knowing where to begin, how to articulate transferable skills, searching for work, overcoming age discrimination and building confidence.
- The mentor guides the session, facilitates conversation between the group, encourages participant input and shares their own expertise and ideas.
- A Future Women team member is in attendance throughout the session to manage the administration including opening the session, chat moderation, sharing relevant links and sending a follow-up email.

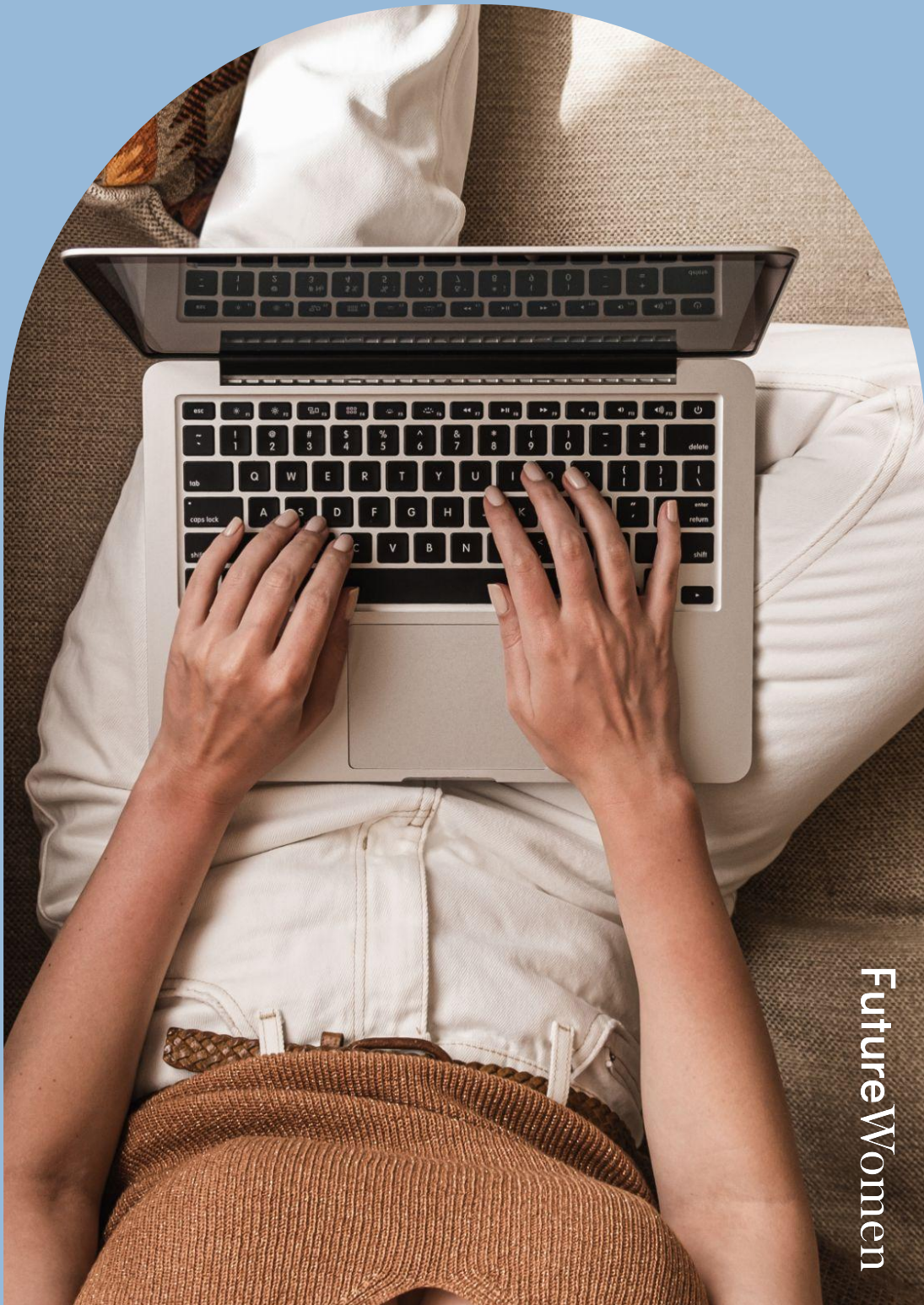


Suggested mentoring session Run Sheet

- Housekeeping and introduction (FW team member)
- Mentor introduction
- Mentee introductions
- Group discussion / Career challenges
- Reflections
- Close and survey
- Follow-up email (FW team member)



Script



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Script

This script is a guide to help navigate your way through the session. Please do not feel like you are required to read line by line, but we hope this gives you an idea of what is important to mention.

ADMIN SUPPORT

- Your admin support will introduce the session and go over the housekeeping including community guidelines.

MENTOR: Opening (2 minutes)

- I'd like to begin by acknowledging the Traditional Owners of the land I am on today, the XXX of the XXX.
- In relation to what we are doing today:
 - I'll briefly introduce myself and explain what you can expect from today's session.
 - Then I'll be asking each of you to spend two minutes introducing yourselves, tell us your location a short outline of the challenge you want to discuss today (you'll get a chance to expand later in the session) and if there's anything in particular you're hoping to come away with at the end of today's session.



Script cont.

- Once everyone has introduced themselves, it is time to open up discussion. Depending on your group's challenges you can format this part of the session a couple of ways. It may be useful to summarise any themes and open up for a discussion where we'll have about 30 minutes to share experiences and reflections and workshop ideas. And or, as a group you will discuss each challenge in turn and act as an advisory board for the member to workshop possible solutions and a path forward.
- Then I'll come back to each of you and you'll have a few minutes to share some kind, positive words for your fellow mentees and something you're taking away from today's session, which could be a reflection or an action point.
- At the end of today's session you can complete the feedback survey that was mentioned. Please fill it out so we can keep improving these sessions for you.
- Also, if you would like to, and feel comfortable doing so, you can also share your contact details with each other in the chat.



Script cont.

MENTOR: Introduction (3 mins)

- I am [mentor introduction] sharing interesting/relevant career expertise and highlights.
 - For Jobs Academy sessions, you may also like to touch on JA themes such as career breaks, career transitions or moments where you lacked career clarity and/or confidence, if this is relevant to you.
- What all that means in terms of today's session is that I'm here to facilitate group discussion. While I'm not always an expert in your exact situation, I can ensure everyone has the opportunity to share and contribute, and hopefully ask some thought provoking questions along the way.
- We'll all workshop your challenges together with the aim being that you leave here today with new or different perspectives and insights on your challenges and possibly one or two action points to take away.
- Before I invite each of you to introduce yourselves and your challenge, I'm going to apologise now in case I interject, particularly if it's while you're sharing, it will only be because I'm conscious of time and I'm here to ensure everyone gets the opportunity to speak and contribute in the time we have today.



Script cont.

MENTEE: Introduction (2–3 minutes each for 30 minutes maximum)

- Prompted by the mentor, each mentee shares a short introduction about themselves. You will return to them during the group discussion.

MENTOR: Group discussion lead by mentor (30 minutes)

- Mentor to summarise any themes (if appropriate) and then return to each member for further discussion to workshop ideas. The mentor can facilitate group discussion by calling for other attendees to provide insights and ideas.

MENTOR: Reflections (15 minutes)

- Before closing, the mentor makes reflections and invites other mentees to share what they will take away from the session.

MENTOR: Closing (2 minutes)

- Thank you for joining me today and sharing so openly. Well done to you all for making the time to join today's session.



Script cont.

- A few reminders:
- Please complete the feedback survey, we're always looking to improve and your feedback is essential to this.

[\[https://forms.gle/hm1vevwWz1fEpRCA8\]](https://forms.gle/hm1vevwWz1fEpRCA8)

- If you're comfortable to do so - and would like to - you can share your contact details such as your email or LinkedIn profile in the chat if you would like to connect with each other.
- A reminder you can copy and paste the chat so you have all the links and contact details but they will also be emailed to you after today's session.
- Thank you again for your time today.



Tips and tricks



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Tips and tricks

- The key is to leave the group feeling energised and supported. Here are some quick things to do when a problem feels intractable.
 - Congratulate and acknowledge achievements. Even in dire circumstances turning up for a mentoring session with others shows a degree of resilience.
 - There is always something positive you can comment on before giving any advice.
 - It pays to unpick the problem, so be curious, ask more questions to better understand the underlying challenges.
 - Ask group members to share relevant insights, experience and/or advice.
- You do not have to have all the answers. Often asking questions will help a mentee answer their own problems. And remember to invite other members of the group to share advice and ideas.
- It often pays to mention some of your own experience that is relevant to the challenges that arise, this helps to build trust and credibility.



Tips and tricks cont.

- Future Women has a mental health policy that the administrator will deploy if required. If you have a participant who needs immediate support, please let them know that the admin will reach out via private message and to take a few minutes if they need.

Resources are a great way to get your mentees thinking in a different way or help them see a potential solution. Below we have included some of our favourite resources but we encourage you to use different resources that you find valuable as well. There are many additional FW resources available, some on quite specific topics. The FW team member who joins your session will have these to hand and where relevant will share with mentees in the chat.



Resources



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Resources

Resources are a great way to get your mentees thinking in a different way or help them see a potential solution. Below we have included some of our favourite resources but we encourage you to use different resources that you find valuable as well. There are many additional FW resources available, some on quite specific topics. The FW team member who joins your session will have these to hand and where relevant will share with mentees in the chat.

Six Hat Thinking

Great way of approaching a problem/decision from different perspectives

https://www.mindtools.com/pages/article/newTED_07.htm

Fixed vs. Growth mindset

Quiz to establish which mindset you're in and recognise the need to shift to solve a problem:

<https://www.londonacademyofit.co.uk/blog/interactive-quiz-fixed-vs-growth-mindset>



Resources cont.

Interview questions:

<https://www.themuse.com/advice/interview-questions-and-answers>

The Confidence Gap

<https://www.theatlantic.com/magazine/archive/2014/05/the-confidence-gap/359815/>

Following your passions

<https://www.nytimes.com/2018/10/10/smarter-living/follow-your-passion-hobbies-jobs-self-care.html>

Getting past procrastination

<https://www.propelwomen.org/content/the-only-fix-for-your-fear-of-failure/gjeb3t>

<https://www.newyorker.com/science/aria-konnikova/a-procrastination-gene>

How to negotiate hybrid working

<https://www.seek.com.au/career-advice/article/how-to-talk-to-your-boss-about-hybrid-working>

Future Women Shortlisted podcast

This podcast is a step-by-step guide to nailing the interview and getting shortlisted.

<https://podcasts.apple.com/au/podcast/shortlisted-by-future-women/id1671463293>



Resources cont.

Ageism

<https://open.spotify.com/episode/293KkihVPOTtVsH7VN9RK?si=79d7fc8cfd584954>

Strengths Assessment

Identify what you're best at and how to build on those strengths:

<https://www.viacharacter.org/Account/Register>

A different way to look at leadership development

<https://hbr.org/2015/03/the-most-productive-way-to-develop-as-a-leader>

Life check-ups

<https://www.amantha.com/podcasts/why-adam-grant-wants-you-to-schedule-a-regular-life-check-up/>

Working smarter

<https://www.amantha.com/podcasts/coca-cola-amatils-group-managing-director-alison-watkins-on-why-doing-great-work-isnt-enough-to-get-ahead-in-your-career/>



Resources cont.

Future Women leadership podcast

<https://podcasts.apple.com/au/podcast/future-women-leadership-series/id1469503665>

This podcast tackles key leadership challenges. Here are some relevant topics that we often hear in our mentoring sessions.

- Jamila Rizvi on confidence
- Dr Bronwyn Evans on how to navigate a male dominated industry
- Asking for what you want at work
- Dr Norman Swan on how stress affects our bodies
- Hacks for becoming a good leader
- Tackling imposter syndrome
- Finding your voice as a leader
- How to present yourself and your content well



Help when you need it

If you ever need help or assistance please contact our mentoring team

mentoring@futurewomen.com

If you need to cancel your small group mentoring session at short notice please call Amy on 0488 223 321

During your mentoring sessions there will always be a Future Women team member online with you.

