



## Mentorship Program Guidelines

### **Mentor Guidelines**

During this 90-day mentorship experience, you'll meet with your Mentee once every other week. Your Mentee should schedule 6-meetings with you upfront, at a repeated time interval and place. You'll discuss their professional goals, challenges of work life, how to cultivate their leadership skills, how to grow within their companies, and more. We believe that mentorship can be transformative for the mentees, their teams, and their career paths. Below, we compiled a list of important guidelines that can help you throughout this experience.

#### **What the WiB Mentorship Program is for:**

- Confidentiality. Maintain confidentiality between you and your mentee. If you have any conflicts of interest, disclose them to WiB and your mentee or mentor. It is fine if you would like to have your Mentee sign an NDA.
- Learning. In addition to mentoring, we hope that you can learn something from your mentee, our programming, and the greater WiB community.
- Support. Provide advice to your mentee. Be a sounding board and support them. Encourage and motivate them to push themselves.
- Safety. The mentorship experience is supposed to be a place for open and honest conversations. We want you and your mentee to feel comfortable sharing and discussing their challenges, weaknesses, areas that they would like to develop and more.
- Respect. Respect your mentee's time schedule and show up on time for each session.
- Preparation. Before every session, please review the notes from the former meeting as well as any topics that will be discussed.

#### **What the WiB Mentorship Program is not for:**

- Recruiting. Please do not attempt to poach or recruit your mentee to your company or a different company.
- Competitive Intel. As mentioned above, if you have any interest in competitive companies, do not use confidential info from Mentees for your personal gain.

## **Mentee Guidelines**

During this 90-day mentorship, you'll meet with your Mentor once every other week. You should take charge and schedule 6-meetings with your mentor upfront, at a repeated time interval and place. Make sure to check in with your mentor a few days before each meeting to make sure the scheduled time still works for them. You will discuss your professional goals, challenges of work life, how to cultivate your leadership skills, how to grow within your companies, and more. We believe that mentorship can be transformative for you, your teams, and your career paths. Below, we compiled a list of important guidelines that can help you throughout this experience.

### **What the WiB Mentorship Program is for:**

- Confidentiality. Maintain confidentiality between you and your mentor. If you have any conflicts of interest, you must disclose them to your mentor (and we have asked our mentors to do the same). It is fine if you would like to have your Mentor sign an NDA.
- Learning. We hope that you can professionally develop and level up in your career. In addition to your mentor, we hope that you can learn something from our programming and the greater WiB community.
- Safety. The mentorship experience is supposed to be a place for open and honest conversations. We want you and your mentor to feel comfortable discussing your challenges, weaknesses, strengths, and more.
- Respect. Respect your Mentor's schedule and show up on time for each session.
- Preparation. Before every session, review notes from past meetings. Prepare an agenda for your meetings and come with specific questions/areas to discuss.

### **What the WiB Mentorship Program is not for:**

- Getting Out of Work. Do not have your mentor do your work for you. This should be a learning experience where you can apply the skills and advice that you receive.
- Team Mentorship. Please do not bring someone else from your company into your meetings to be mentored. The mentorship relationship is supposed to be a 1:1 experience.