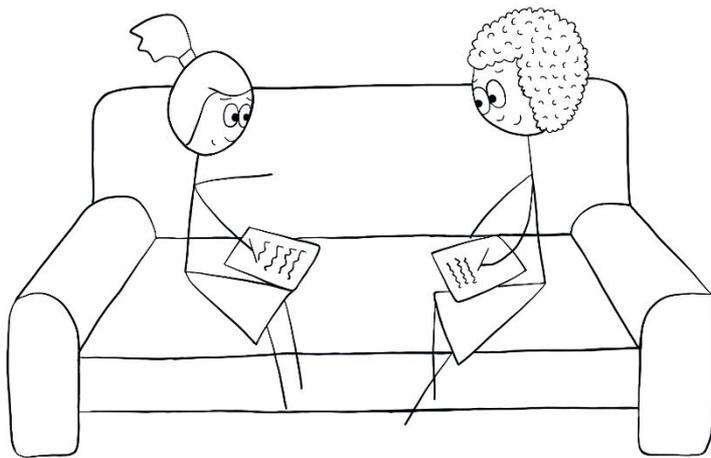


Zoom tips

- Familiarise yourself with the Zoom app:
- Use the blue raise hand function to get the facilitator's attention
- Lots of the session will be spent in smaller breakout rooms - you will be moved automatically
- Feel free to use the chat function, either in the main room or in your breakout room
- Please stay on mute in the particularly in the larger group please remember to unmute yourself when speaking

Becoming a Mentor

New Mentor Event 13th September 2021



Agenda

- Welcome and agenda
- Icebreaker
- Mentoring for Crossing Thresholds
- Mentoring qualities
- Getting started
- Wrap up and close

Introductions and ice breaker

- Name
- Job
- Department
- Briefly share...

*What is attracting
you to mentoring
for Thresholds ?*

Crossing Thresholds Modules

1. Career goal setting and planning
2. Getting the balance right for you
3. Succeeding at interviews (aka doing yourself justice)
4. Communicating with impact
5. Positioning for success

Mentoring for Crossing Thresholds

- Mentoring partnerships have been a cornerstone of Crossing Thresholds since its inception
- Women who fully engage in this aspect are the ones who gain the greatest benefit from the programme overall
- We are privileged to have an active pool of over 1,000 mentors with a wide range of experiences

Mentee: *“A primary benefit of the course was having a mentor. I learned so much about myself from our productive sessions.”*

Mentor: *“It really is a pleasure to mentor Crossing Thresholds participants. They are enthusiastic, committed, energetic and talented women. Hearing about the issues they want to address, and doing what I can to support them, is very rewarding.”*

Mentor pairing logistics:

1. Mentor joins mentor pool
2. Immediately following Module 1 participants can 'request pairing' with their chosen mentor
3. Automatic email is triggered to mentor with the mentee's request message
4. Mentor can either accept or decline the request, in the case of no response the request will timeout after 10 days and the mentee will be directed to request a new pairing
5. Once paired mentor will receive invite to the mentor panel taking place at their mentee's final module
6. Pairings automatically come to and end one week after final module

Example mentor blurb

I've been mentoring Crossing Thresholds participants since 2016, as I have a particular interest, and enjoyment, in helping other women reach their full potential. I'm passionate about and have a wider experience of mentoring – both being a mentee and a mentor. I've helped previous mentees with a wide range of issues from defining career goals, developing competencies and interview techniques to coaching to help resolve day to day issues and building confidence. I also have a particular interest in helping people overcome fears of public speaking, having experienced serious anxiety around public speaking in my own career and having successfully overcome that I am keen to share my experience and learning with others.

I am currently the Programme Manager for Analysis Transformation at the Department for Digital, Culture, Media & Sport, having joined the department in Feb 2020. This role is a return to project management having spent my previous two roles in private office for the Director General for Compliance in HMRC and the Director Customer Services. My private office roles were fast paced, high profile and built up my experience of building relationships with senior stakeholders across HMRC and wider government.

I also have experience in a number of roles including Project Management, Research and Development and IT Live Service across areas including Compliance and Tax Credits.

I've got a keen interest in leadership and building high performing teams. I've been developing my leadership style recently having undertaken intensive Leadership Training based on Future Engage Deliver (FED) principles. And I'd be very happy to share this learning and techniques with mentees.

Example mentor blurb

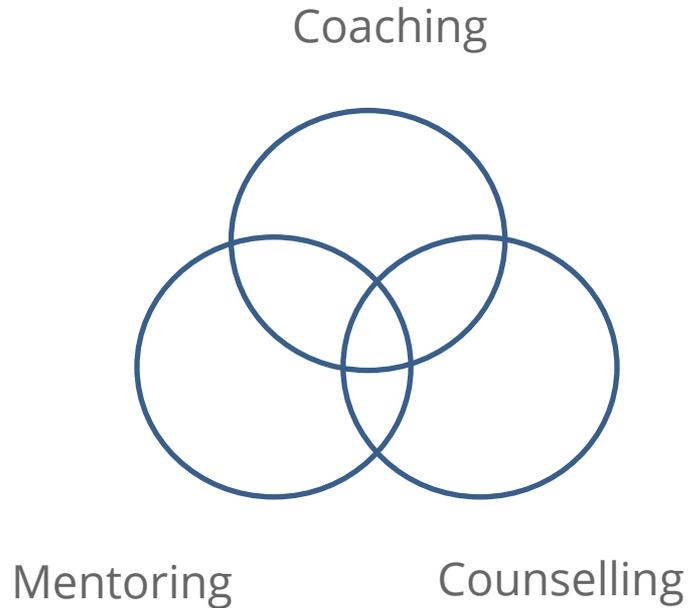
I am a CT graduate and the time it gave me to reflect on my career helped me to get promoted to the SCS. I have an extensive public sector background - as a teacher, local government officer and civil servant (since 2006).

I am an experienced policy professional with many policy development, delivery and strategy roles under my belt, within DfE, Child Poverty Unit and DWP.

I have a strong personal commitment to coaching and mentoring as well as a good level of experience and positive feedback from past mentees - in particular on balancing listening with guiding from my own experience, and providing the perspective to help mentees find their focus and take positive steps to achieve it.

I am part way through a masters level coaching qualification.

What is mentoring?



- Overlaps between each of these 121 relationships...
- Coaching is supporting someone through a journey, not instruction or teaching
- Mentoring is characterised by the expertise of the mentor in the same sector as the mentee
- Counselling tends to look back at past trauma, whereas coaching and mentoring tend to look forwards and focus on action

Mentoring for Crossing Thresholds

Looking back, what has made a mentoring-style conversation useful to you?

In groups, think about:

- The **ACTIONS** taken by the mentor
- The **BEHAVIOURS** demonstrated by the mentor

15 mins

Reflections

Share your discussion points - what stood out in your group as positive mentor actions and behaviours?

Mentoring values and qualities

What characteristics and qualities are core to good mentoring?

In your smaller groups, create a list of qualities and characteristics you think a good mentor needs

15 mins

CT Mentor Values

We think these things are key and would ask you to commit to them in your role with Crossing Thresholds:

- Having a high level of commitment
- Being prepared to make the time despite work pressures
- Commitment to use active listening and questions
- Willingness to steer the relationship while giving the mentee space to find their own solutions

Individual mentor qualities

*Which of your qualities and characteristics will help **you** be a good mentor?*

Spend 5 minutes noting down your top 6 qualities to create your mentoring USP...

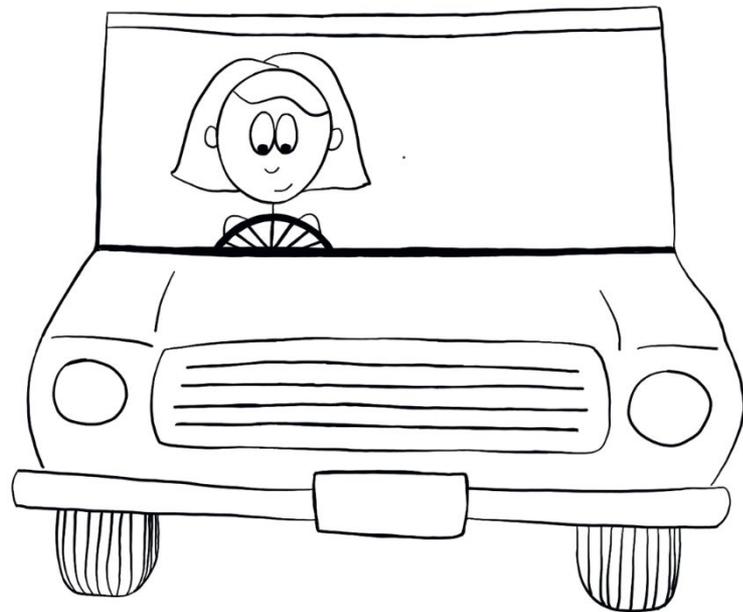
Getting started...

Mentees drive the relationship

Reinforce her ability to make choices and take action towards them

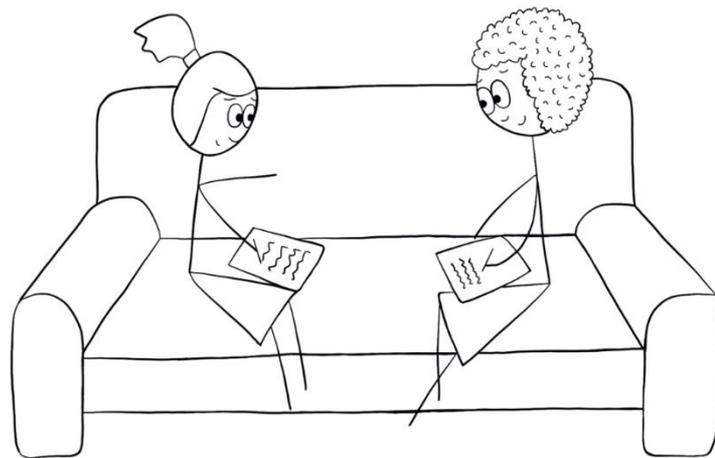
It is up to her to:

- State what she wants from the partnership
- Get dates in the diary
- Set the agenda for meetings



At the first meeting

- Get to know each other
- Agree mutual expectations, including goals, frequency, length and location/virtual platform for sessions
- Explore her action plan (this is what she creates with the support and input from peers at module 1)
- Agree a feedback process



Time limited relationship with a beginning, middle & end

Beginning

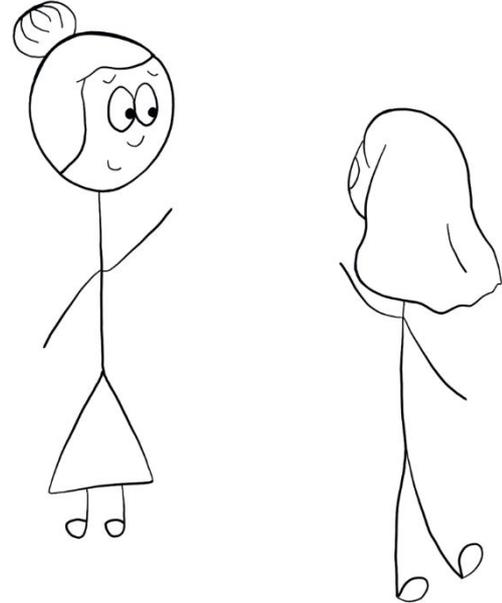
Set your goals for the partnership
Create a shared working agreement

Middle

Assess how it's going
Give and receive feedback

End

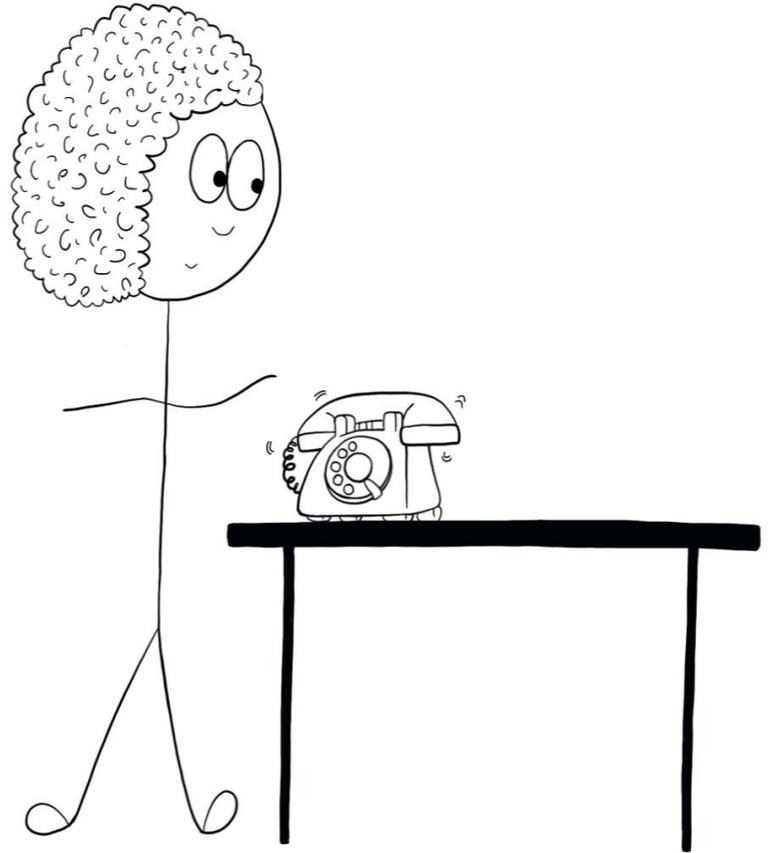
Review goals and partnership
Plan for future support
End the relationship



Be responsive

Help her to get the most out of her time on the programme

- Honour your commitment
- Be responsive to communication
- Come prepared to each session
- Add value
- Communicate any changes in your situation



Setting up for a successful pairing..

What are your responses to these questions?

- *What has attracted you to mentoring for CT?*
- *How would you describe your communication style?*
- *What have you identified as your mentoring USP?*
- *How do you give/receive feedback?*

10 minutes individual work

Event feedback

- We love hearing your feedback - please fill in this short survey:

<https://www.surveymonkey.com/r/6MFRN8F>

- Please join our [Crossing Thresholds Mentor LinkedIn group](#)

Wrap up and close

- We will be running another New Mentor Welcome session on 1st Feb 13.30-15.30 - please let others know!
- Our monthly mentor events are a great way to brush up your mentoring skills, share experience, build networks, develop areas of practice with interesting material and exercises. Visit our [events page](#) for more info
- If you have any questions about any aspect of mentoring please get in touch with us: info@thresholds.co.uk

Thank you so much for your attendance and interest in mentoring 😊