



**ALLIANCE**  
**OF**  
**CHANNEL WOMEN**

# 2019 Mentoring Program

# Alliance of Channel Women Mentoring Handbook

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## Welcome

Welcome to the Alliance of Channel Women (ACW) Mentoring Program. This outline guides both the mentor and mentee through the mentorship program and helps make the experience rewarding for both participants.

This Handbook is to establish a foundation to the mentorship program by providing the following materials to help support the mentors and mentees:

- The expectations and time commitments of the mentor and mentee.
- Mentoring session discussion flow.
- Healthy boundaries for this relationship.
- A template to help the mentee prepare for the initial call.
- A template to be used by the mentee during each subsequent meeting to track progress, identify action items and plan for the next meeting.

We hope you have fun with this program and that you are left with a memorable impression that will last throughout your career.

## Process and Expectations

**Mentee Enrollment:** Mentees enter the program by completing the Mentee Questionnaire. This questionnaire solicits information that will be used in matching the mentor and mentee.

**Mentor Mentee Connection:** An email will be sent to both the mentor and mentee introducing them to one another. The program manager will be responsible to set up the initial mentoring appointment.

- It is the expectation that the mentor and mentee will make every effort to agree to a kick-off time and date within 14 days of being paired.
- It is the expectation that the program manager will only facilitate the introduction. The program manager will not attend additional calls.
- Subsequent meetings will be set by mentor and mentee at the end of each meeting.

**Duration of Mentorship:** The mentorship program is structured to last three months. It is expected that the parties involved in the mentorship program will commit to this timeframe. If the parties feel the process is beneficial, they may choose to continue the relationship.

**Meeting Frequency:** Mentors and mentee are encouraged to develop a meeting schedule that is respectful to the needs of both parties. At a minimum, one meeting every two weeks is acceptable. If possible one meeting every week is recommended.

**Length of Meetings:** Recommendation is one hour.

**Meeting Agenda:** It is the mentee's responsibility to use the *Meeting Preparation Sheets* to develop a plan for each meeting. This document will be shared with the mentor prior to the meeting.

**Program Tracking:** Periodically, the program administrator will send a query to the mentor asking about the mentoring relationship status.

**Questions or Concerns:** If for any reason you are having trouble contacting each other or have questions about the program or how to best perform your role, please feel free to reach out to any member of the mentoring group and we will be happy to assist.

## **Healthy Boundaries**

Often times the mentor/ mentee relationship will encompass both the business and the home life of its participants. It is a good idea for the Mentor to check in often with the Mentee on the path of the discussion to ensure the Mentee is comfortable. It is critical and common sense that confidentiality plays a key role in the success of the relationship.

### **Are you doing a good job in your Mentor role?**

The goal of the mentor is to grow the confidence of the mentee. If you are keeping the person in action, moving forward and their confidence is growing, you are on target.

### **Are you doing a good job in your Mentee role?**

The goal of the mentee is to openly share challenges, perform the agreed upon tasks, lead the topics of discussion and provide honest feedback to your mentor to maximize the value of the meetings.

### **Be on the look out.**

If you are spending a great deal of energy working together to solve other life problems or even specific business problems, not related to your initial agreed upon goals you may want to revisit the initial plan of action. Three months of mentoring, 6-12 calls is not much time. If your discussions are too broad and or much too narrow, you will run out of time and little will have been accomplished.

## **First Introductory Meeting Guidelines**

### **Objective**

The objective of the first meeting is to establish a meaningful relationship. There should be an open and honest dialogue to ensure clear, concise and attainable goals are developed and the expectations of both the mentor and mentee are understood.

### **Welcome and Hello**

In order to get to know each other and start a dialogue, briefly discuss each other's job history, education, family and any outside interests. Here are a few topics you may want to talk about during the initial meeting:

- Have you been part of a mentoring program before?
- How do you like to spend your free time?
- Who are some people in your life that have influenced you?
- What are your strengths?
- What do you see yourself doing in one year? 3 years? 5 years?

### **Guidelines and Expectations**

Lay the groundwork for what is expected from each other throughout the mentorship program.

- Confirm telephone numbers and e-mail addresses.
- Determine the most convenient time to meet and length of each meeting.
- Mentees should be prepared prior to the first meeting with an idea of the goals they would like to achieve as a result of the mentoring relationship.
- At times a scheduled meeting may have to be cancelled due to a change in priorities for the mentor or mentee. In order to be respectful of each other's time and schedules, determine how cancellations will be handled.

### **Goal Development and Planning**

Use the Initial Planning Sheet to guide the discussion:

- Together decide on goals for the mentoring relationship.
- Review any questions and topic areas.
- Consider/draft career interests and goals for the mentee.
- Together develop specific action items for the mentee to be accomplished before the next meeting.
- Schedule and outline the second meeting.

## Discussion Flow

The discussion flow presented below looks like a linear process, however, in actuality, it will probably not be linear. This session flow is provided as a guide to give you some ideas of items that may be discussed during a mentoring session.

### Possible Discussion Flow

Mentoring Call
<p><b>Welcome and Greeting</b></p> <p>Welcome and hello. Decide together, given the action items and what happened over the last month the top things to focus on during the discussion.</p>
<p><b>Supporting Action</b></p> <p>Using the Mentoring Meeting Planning Sheet, guide the mentoring conversation through the following topics:</p> <ul style="list-style-type: none"><li>• Questions and topic areas</li><li>• Progress on assigned actions<ul style="list-style-type: none"><li>✓ The current state of this action</li><li>✓ Places they might be hesitant or stuck</li><li>✓ What went well?</li><li>✓ What might you improve?</li><li>✓ What did you learn from this?</li></ul></li><li>• New actions that will help them move forward</li></ul>
<p><b>Wrap Up</b></p> <p>Ask the mentee to summarize the following:</p> <ul style="list-style-type: none"><li>• Progress toward their goal</li><li>• Key actions for the next week</li></ul> <p>Together confirm the arrangements for the next mentoring session.</p>

## Initial Planning Sheet

To be completed by the mentee and sent to the mentor prior to the **FIRST** call.

Meeting date/time / time zone	
Phone number/ who initiates the call	
<b>Goals for the Mentoring Relationship</b>	
<b>Questions and Topics Areas</b>	
<b>Career Interests and Goals</b>	



## Meeting Notes

To be completed by the mentee during each call and then sent to the mentor.

Progress with Goals	
Questions and Topic Areas	
Career Interests and Goals	
New Action Items	
Next Meeting	
Questions and Topic Areas	
Meeting Invitation Sent	

## **Sample questions to help facilitate your conversations**

1. What qualities do you look for in people you spend time with?
2. If you wanted to encourage innovative ideas, how would you go about that?
3. How would you describe your personal business style?
4. When is breaking the rules ok?
5. How and where do you find inspiration?
6. How do you approach the unknown?
7. What is the best way to keep your eyes on future results?
8. What do you do to live a balanced life?
9. What are 5 key books you feel I should read and why?
10. What would you do with 15 minutes of fame?
11. If you were given the opportunity to change careers, would you?
12. Did you ever wish you were someone else?
13. Would you risk making a mistake?
14. When do you not want to be interrupted?
15. What are you grateful for?
16. How do you give credit where credit is due?
17. If you wanted to create an environment where motivation can thrive, what is the first thing you would do?
18. Who has influenced you the most?
19. How do you keep your feelings from clouding your decision-making?
20. Tell me about an embarrassing situation at work, and how you handled it?

## Alliance of Channel Women Mentoring Agreement

Mentoring is both a “Get and Give” experience with the goal of providing a rich and rewarding experience for both participants. Both participants must be respectful of each other’s time and commitments. We have created the following form to assist you in developing a schedule for your meetings. Please print information & sign below.

**Each partner is to keep a copy and one is to be turned in to the Program Manager.**

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Meeting time: (i.e. 10am, 2:30pm, etc.) \_\_\_\_\_

Preferred Meeting day: \_\_\_\_\_

Frequency of meetings: (i.e., once a week, every other week) \_\_\_\_\_

We will generally meet for: \_\_\_\_\_ minutes \_\_\_\_\_

The best way to contact \_\_\_\_\_, the Mentor, is

By: \_\_\_\_\_

Or: \_\_\_\_\_

The best way to contact \_\_\_\_\_, the Mentee, is

By: \_\_\_\_\_

Or: \_\_\_\_\_

If unforeseen events arise and meeting time/day must be changed we will give our Mentoring partner at least \_\_\_\_\_ notice if possible.

\_\_\_\_\_  
Mentor signature Date

\_\_\_\_\_  
Mentee Signature Date

\_\_\_\_\_  
Mentee Manager Signature Date

Your Program Manager is here to assist at any time.

Program Manager: Hilary Gadda  
[hgadda@TPx.com](mailto:hgadda@TPx.com)  
510-432-0655

## Mentee Application

Mentoring is a special partnership between two people based on a commitment to the mentoring process, common goal and expectations of the partnership. Including mutual trust and respect.

Mentoring is both a “get and give” experience with the goal of providing a rich rewarding experience for both partners. We ask you to share your information so the program manager can match you appropriately in a mentoring relationship.

Both you and your recommended mentor will have the opportunity to meet virtually before the mentoring term formally begins. This meeting will be facilitated by the program manager.

Mentee Applicants name: \_\_\_\_\_

Employer/Self: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please respond to the information requested below.

1. What is your current role/responsibility and how long have you been at the role?  
(Confidence, promotion, new career, network, uncertain of next path)

2. What interests you most about working with a mentor? What are you hoping to gain?

3. What are your strongest competencies and what do you want to strengthen?

4. What are your hobbies or interests outside of work?

5. Do you have someone in mind who you would like to suggest as your mentor? If yes please list her name. \_\_\_\_\_

(The program manager will confirm your requested mentor as a suitable match, her availability and interest in participating in the mentoring program. However please note that we cannot guarantee you will be paired with the individual.)

## Final Evaluation Form for Mentees

Mentee Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. How was your overall experience with the AoCW Mentoring Program?

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2. Do you feel the resources provided by the mentoring program manager adequately prepared you for your role a Mentee?

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3. Have you and your mentor been able to build a comfortable working relationship?

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4. Were you able to learn from your mentors experience and background?

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5. Please share any additional feedback, suggestions or comments here:

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## Final Evaluation Form for Mentors

Mentor Name: \_\_\_\_\_

Mentee Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Briefly give an overall description of your experience with the AoCW Mentoring Program

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2. Do you think this program helped your mentee develop the skills and knowledge needed to take on new roles and challenges?

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3. Which part of the mentoring experience do you feel was the most useful in helping the mentee reach their goals? Was there an element you felt was not useful?

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4. Would you recommend the AoCW Mentoring Program to a colleague? Why or why not?

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5. Are you interested in serving as a mentor again? Why or why not?

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## Program Manager- Committee Chair

The responsibilities of the program manager are as follows:

- Develops and implements the Plan of Action and Milestones
- Recruits participants
- Educates and trains participants
- Writes or drafts policies and rules
- Develops program materials
- Matches mentees with mentors
- Evaluates the program

Your Program Manager is here to assist at any time.

Program Manager: Hilary Gadda

[hgadda@TPx.com](mailto:hgadda@TPx.com)

510-432-0655

### Additional Resources

Stacy Conrad, AoCW President

[sconrad@fusionconnect.com](mailto:sconrad@fusionconnect.com)

973-435-9100

Rebecca Rosen, AoCW Vice President

[rebeccar@broadvoice.com](mailto:rebeccar@broadvoice.com)

213-948-4596



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## Mentoring Program Mentor Volunteers- 2018

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
3. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
8. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
9. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_



10. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

12. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

13. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

14. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

15. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

16. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

17. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

18. Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_