



**KFBPW
MENTORING**

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MENTORING PROGRAM

BPW WOW FACTOR

WOMEN OF WORTH

Wider Opportunities for Women

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Through the Spirit of Women Mentoring Program, we have the responsibility and opportunity of sharing our knowledge, skills and understanding by mentoring those who are new to the Sisterhood of FBPW. We are all *Women of Worth*. We can be successful by accepting the challenge of the *WOW Factor*. We need to **MOVE FORWARD** and offer *Wider Opportunities for Women*.

I am serving in the capacity of a resource, both to enhance existing Mentoring Programs and to establish new ones. I hope that each local will implement the Spirit of Women Mentoring Program. We must be prepared to accept positive outcomes, and deal with possible pitfalls. We must acknowledge the benefits, the qualities and skills of successful mentors and mentees. We must establish checks and balances in implementing a successful program. It is imperative that we draw from our strengths and embrace our vision in designing our future.

WHAT IS MENTORING?

It's a way to form a relationship with women to accomplish shared goals – to make a connection between mentor and the mentee to help prepare them for success in the organization. Our **MISSION**, To mentor women for life-long success, through Advocacy and Education is very powerful. We provide Information and establish a bond of support. Our **GOAL** is to help prepare mentees to succeed in business, their professions and FBPW. Our **PRIORITIES** are to provide business and professional role models to increase opportunities for career development through KFBPW. We must become creative in the way we mentor and retain members.

Internal Mentoring: Mentoring within FBPW

With an Internal Mentoring program, FBPW members help each other to develop. Our existing groups of past officers and committee members, retired members, and active members seem tailor-made to step into the role of mentor. We can't always be successful by doing what we have always done. We are dealing with technology every day and members expect the mentoring program to be convenient, aspiring and challenging.

External Mentoring: Reaching Out to Mentor Others

- In external programs, FBPW members reach out to mentor others. Some of the programs to consider might be Individual Development for Women's shelters, Women support groups, New comers Club.
- Establish a Women's Leadership Program.
- Proactive Mentoring Program is essential. You may want to present programs to other Civic clubs, women's groups and Chamber of Commerce. FBPW should not be the best kept secret in town.

Mentoring Relationship:

- Do be sure realistic expectations are clearly defined
- Do establish mutual goals
- Do keep mentee's needs your top priority
- Do listen without interruption when the mentee speaks
- Do allow enough time for the relationship to evolve and be effective
- Do allow for differences of opinions.
- Do give the mentee "Special Status" (remember birthdays, graduations, scholarships, job promotions, weddings, birth of a child and etc.)
- Do assume the relationship will be long lasting, allowing for change within the relationship.

Near the end of the program (end of BPW year), you may want to plan a breakfast, brunch, lunch, banquet, picnic, reception or retreat to say "THANK YOU" to the recipients and volunteers that participated in the project. You may want to present certificates of participation or give small gifts that express appreciation.

Feeling overwhelmed at the prospect of being a mentor or starting a SPIRIT OF WOMEN MENTORING PROGRAM with the WOW FACTOR? DON'T BE. Many times women underestimate the amount of knowledge that they have, the contacts that they have, and the avenues they can use to help someone else. A mentor does not have to be at the top of her profession to be a mentor. She must want a caring, nurturing relationship and she must be willing to give of her time as a volunteer and must be willing to attend training sessions so the program will be consistent.

A MENTOR IS a role model who recognizes the need and cares about women; a wise and trusted sister, advisor, counselor, teacher, or success coach.

Women are **SHEroes**. Women **SHARE** their expertise to guide women entering the workforce. They **HELP** women translate their skills and experiences to begin successful careers and they **EMPOWER** women to confront the challenges of training for jobs, finding jobs and keeping jobs.

IMPORTANT ROLES FOR THE MENTOR:

- **INSPIRE (BE A ROLE MODEL)**
- **HELP THE MENTEE MANAGE RISK AND ASSESS OUTCOMES**
- **OPEN DOORS FOR MENTEES**
- **HELP THE MENTEE FEEL CLOSELY IDENTIFIED WITH HER PROFESSIONAL ENVIRONMENT**
- **HELP THE MENTEE THROUGH DIFFICULT SITUATIONS**
- **BUILD SELF CONFIDENCE OF THE MENTEE**
- **ESTABLISH CLEAR, OPEN, TWO WAY COMMUNICATION**
- **COMPENSATE FOR THE MENTEE'S LACK OF EXPERIENCE AND SKILLS**
- **BE A SOURCE OF INFORMATION AND ENCOURAGEMENT**
- **PROVIDE CAREER GUIDANCE**
- **HELP DEVELOP CREATIVE AND INDEPENDENT THINKING**

BENEFITS TO MENTORS:

- **Increase networking**
- **Gain personal satisfaction**
- **Renew enthusiasm for own career and club membership**
- **Learn new insights from mentee**
- **Become a diligent listener**
- **Become more aware of community needs**

BASIC ROLES FOR THE MENTEE:

- Maintain open and sincere communication
- Use the mentor's time and counsel effectively
- Drive the development of relationship expectations
- Establish mutually clear developmental goals
- Utilize active listening
- Be sensitive to the needs of the mentor
- Follow through
- Handle logistics

BENEFITS TO MENTEE:

- Observe and interact with an experienced professional
- Identify career interest and gain career information and leadership skills
- Acquire knowledge and skills
- EC Job shadowing experiences (Committee chair shadowing)
- Receive encouragement and nurturing
- Get to know yourself better
- Learn to apply new techniques in networking
- Opportunities to participate in seminars and workshops
- Prepare to reach educational goals and fine tune relationship skills
- Ask questions, obtain feedback
- Supportive role models
- Build a common bond of sisterhood

Realize that your past and present weaknesses and errors can actually be your strengths as a mentor. **"By acknowledging our weaknesses, we become stronger; by listening more and saying less we become better communicators."**

You don't have to fulfill every possible function of a mentor to be effective. Neither does your Mentoring Program. Just be clear on what you are working to do. The effort is unquestionably worth it.

A growing number of women are establishing new career goals in a world of technology, stepping outside their comfort zone and stepping outside the box to help other women is a necessity. It becomes clear that **MENTORING WOMEN, BY WOMEN, FOR WOMEN** is a valuable tool for their career goals, club success and the future of the FBPW.

MENTORING OBJECTIVES and ACTIVITIES

- Learn about Business and Professional Women at all levels.
- Promote techniques on motivation, teamwork, group bonding and mentoring.
- Provide an ice breaker game as an exercise to get to know new members.
- Share techniques on how to recruit, network and retain members.
- Learn rules and procedure of FBPW as stated in by-laws.
- Provide each member with a list of local committees and their functions.
- Place every member on at least one committee.
- Provide a list of KFBPW Officers, State Committees and Regional Officers.
- Provide information about KFBPW Foundation Scholarship.
- Provide a FBPW Orientation Folder for each new member.
- Distribute information on FBPW Colors, Emblem, History of FBPW, Statement of Federation Mission and Vision, Objectives, Signature Events, FBPW Technology, Aspiring Professionals and etc.
- Distribute a Mentoring Evaluation to all members (purpose is to improve Mentoring Program)
- Share a report of all mentoring events and activities to the local FBPW.
- Be creative in recruitment, we must attract young women living in a world of technology, who have a uniqueness in reference to their issues and concerns.
- Develop a SPIRIT CARD; an information contact card for women who may be potential members of FBPW. (Send cards on birthdays, graduation, births and other important dates, call and personally invite or remind them of meeting dates)
- ENCOURAGE involvement of FBPW members and potential members.
- Develop a Retention Plan (keep members interested and coming back to meetings, clicks within the group can and will destroy a club)
- Implement Pinning Ceremonies for new members.

- **Develop a “Feature a FBPW Member Program” (Newspaper article highlighting a member and her workplace) Develop a local Women’s SUPPORT Group. (by-monthly meetings) Establish a Women’s Leadership Program. Provide Career Guidance and job information to members and potential members.**

- **MOVE FORWARD:**

Wider Opportunities for Women

Job Training and Interviewing

Motivation and Stress Management

Joining Forces Mentoring Plus

Economic Equality

Civil Rights and Responsibility

Health and Wellness

