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Women@Tech UK Mentoring Programme Guide

What is the mentoring programme?

The Women@Tech Mentoring Programme aims to create opportunities for women. It is a first-of-a-kind **cross-company** mentoring programme that aims to connect and achieve individual participant goals (in the form of mentor or mentee).

- The programme aims to be a flexible, beneficial and inclusive mentoring programme that is easy for participants to join, fosters relationships, sharing of ideas and supports each other.
- This programme aims to connect those who identify as women in technology companies who otherwise may not have had access to each other.

Is this programme right for me?

The programme is designed to connect those who identify as a woman across member companies (note mentors can be any gender), and help further mentees in their personal or professional goals.

If you are considering signing up, below are some example questions you could consider, if you are wondering what you might want to get out of the relationship:

- Do you want to learn about another Tech company and/or function in Tech?
- Do you want to learn more about specific soft skills?
- Are you looking to understand about the shape of different career paths, or help to map out and achieve your career goals and aspirations?
- Do you need help to overcome imposter syndrome?
- Would you benefit from regular accountability to help you reach your targets and deadlines?
- Are you interested in leadership, time management and presentation skills?

What is the target audience?

Mentees: The programme is open to any person who identifies as a woman at one of the Women@Tech member companies. All levels of experience can apply.

Mentors: The programme will be open to any person who represents one of the Women@Tech member companies, with 5+ years of work experience. *This will ensure that we keep open the opportunity for mentees earlier in their career to be mentored by someone a few years ahead, where requested.*

Please note, you can sign up as both if you wish! This Programme has a limited number of spots, on a first come first served basis. Mentors will also be able to select the max number of mentees they wish to take on.

What are the timings and duration?

- Applications close 15 May 2024
- The programme will run from late May 2024 to November 2024 (duration 6 months)
- We suggest a target of 4-6+ sessions over the course of the programme, equivalent to roughly one mentoring session a month
- Please be forthcoming in your pairing of any limitations you have timing wise over the course of the six months.

How many spaces are available?

The number of available spots on the programme will be capped, honouring spots on alignment of interest. If you miss out in the first round, we will keep your details and let you know if any spots free up.

Where will my mentoring session be hosted?

The default for sessions will be virtual (to allow for inclusivity across the UK), however should you prefer to meet up in person, that is an agreement you can make between your mentor/mentee.

*Can I request funding to cover my travel costs if we meet up in person?
Unfortunately Women@Tech are unable to cover any costs associated with meeting your mentor/mentee in person.*

What pre-work is required?

TL'DR: None! The programme is designed to be flexible, to suit the needs and aspirations of the mentee.

While an agenda (or at least topics) are recommended to ensure you get what you want out of the Programme (see commitments below), the Programme is not meant to have any pre-work, so it is at your leisure.

We will ask you specific questions in the sign-up form around what you are looking to get out of the programme, and what sort of mentor you might like to be paired with, so we can make the matches as close as we can. After that, the conversations are up to you - you can make them as formal or informal, specific or general, as you'd like.

Will I be given any resources?

On a monthly basis, the programme organisers will circulate some educational reading material on mentoring programmes, to continue to encourage you to get the most out of the programme.

What commitment is needed?

We believe a successful mentoring relationship requires equal commitment from the mentor and mentee. We ask that you both read the below suggested commitments, and endeavour to have mutual accountability for the success of the Programme.

As a mentee I will:

- Set myself measurable goals and objectives for the mentoring Programme and share them with my mentor

- Have a clear objective/goal for what I want to get out of each meeting with my mentor
- Communicate to my mentor how I prefer to learn/take on feedback
- Take ownership of scheduling sessions
- Be transparent with my mentor & Women@Tech if my situation changes during the Programme, should I need to stop the Programme

As a mentor I will:

- Commit to providing my mentee a safe and confidential environment for honest conversations
- Actively listen and question to help my mentee achieve her goal for the meeting
- Make myself available for sessions, as mutually agreed
- Be transparent with my mentee and Women@Tech if my situation changes during the Programme, should I need to stop the Programme

Data Collection

As noted on the sign up forms, we collect your name, email & other personal information on the forms. By signing up as a mentor / mentee, you acknowledge that this information will be stored in a google sheet by the Women@Tech committee for solely the purpose of pairing mentors, and will be deleted post Programme (unless asked to retain info).

Other FAQs

My circumstances have changed & I can no longer be a part of the Programme - what do I do?

- *While we ask that Programme participants are committed to the full duration, we understand that exceptional events occur. Should this happen, please let your mentor/mentee know, as well as the Women@Tech organisers, and we will endeavour to repair the remaining participant if time permits.*

What can I expect after the rotation?

- *We will ask you to fill in a short survey, to gather feedback on the Programme*
- *If you were a mentor, we will ask if you'd be willing to be added to our mentor "catalogue", for future Programmes*

How do I become a Women@Tech member?

If you or your company is interested in joining Women@Tech then please contact us via one of the channels below.

Any other questions?

[Website](#) | [LinkedIn](#) | [Email](#)



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The logo for Cisco, featuring the word 'cisco' in a blue, lowercase, sans-serif font with a stylized bridge icon above it.

The logo for Salesforce, featuring the word 'salesforce' in a blue, lowercase, sans-serif font with a stylized cloud icon above it.

The logo for colt, featuring the word 'colt' in a green, lowercase, sans-serif font.

The logo for SAMSUNG, featuring the word 'SAMSUNG' in a black, uppercase, sans-serif font.

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The logo for Google, featuring the word 'Google' in its multi-colored, sans-serif font.

The logo for BT Group, featuring the words 'BT Group' in a black, sans-serif font.

The logo for amazon, featuring the word 'amazon' in a black, sans-serif font with a curved arrow underneath.

The logo for Meta, featuring the word 'Meta' in a black, sans-serif font with a stylized infinity symbol to its left.