



# Graduate Women (Fiji)

Mentoring for Peace Workshop, Graduate Women International (GWI) Conference and Centenary Celebration, July 2019.

## 10-Step Start Your Mentoring Program Guide

Please write the name of your Association: \_\_\_\_\_

### 1 WHO Who are you targeting? Who will be the MENTEES? Who is your ideal mentee and why?

<p><b>Age</b> How old will your mentees be? Choose below:</p> <p>13 - 17 yrs old (High School students)</p> <p>17 - 21 yrs old (University students)</p> <p>21 - 26 yrs old (Recent graduates)</p> <p>26 - 35 yrs old (Emerging women leaders)</p> <p>Others _____</p>	<p><b>Industry</b> Will you choose a specific industry based on the needs of your community? You can choose more than one:</p> <table> <tr> <td>Girls or Women in STEM</td> <td>Civil Society &amp; Govt</td> </tr> <tr> <td>Technology and ICT</td> <td>Academia</td> </tr> <tr> <td>Climate Change</td> <td>The Arts</td> </tr> <tr> <td>Young Women in Business</td> <td>Sports</td> </tr> <tr> <td colspan="2">Others _____</td> </tr> </table>	Girls or Women in STEM	Civil Society & Govt	Technology and ICT	Academia	Climate Change	The Arts	Young Women in Business	Sports	Others _____	
Girls or Women in STEM	Civil Society & Govt										
Technology and ICT	Academia										
Climate Change	The Arts										
Young Women in Business	Sports										
Others _____											

**TIP:** Think about your mentees first, then you will know which mentors to approach. Do a call-out for mentees you are targeting first then invite mentors.

Please write down any notes or thoughts you may have about your mentees.

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### 2 WHAT Informal or Formal? Think about your mentees, what will work best for them?

<p><b>Type</b></p> <p>Informal      Formal</p>	<p><b>Timeframe</b></p> <p>1 month      3 months      6 months      1 year</p>
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**Theme** Will there be a theme?      Yes      No      If Yes, write down some possible themes\* below:

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*\*Examples of Themes: Mentoring High School Girls interested in STEM, Supporting Young Women in Business, Helping Young Women Bridge the Gap of Leadership in Sports.*



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### 2 WHAT Continued from page 1

**Goals** What are the goals of your Mentoring Program? Please list 1-3 S.M.A.R.T. goals below:

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**\*Examples of Goals:**

*To have 30 high school students interested in STEM be mentored by professional women in STEM members by the end of 2019.*

*To formalize 20 mentoring agreements between a young female athlete and a more mature female athlete or an executive woman in Sports.*

### 3 WHEN When is the best time for your mentees? When is the best time for your organisation?

**Dates** Write down the best possible dates for your Mentoring Program.

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### 4 NUMBERS

**Mentees** How many mentees are you targeting? \_\_\_\_\_

**Mentors** How many mentors do you need? \_\_\_\_\_

### 5 WHERE Where is the best place to have the Mentoring Program?

**Venues** Write down venue ideas. Will the venue be sponsored by a funder? Will it be given free to use by a school or university?

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**6 AGENDA** Think about what info you have so far. Do you need to have a program to meet your goals and as per your theme?

Will there be an <b>Agenda or Program</b> on the day?	Yes	No	
Is anyone doing an <b>Introduction</b> about the program?	Yes	No	If Yes, who? _____
Will there be <b>VIPs or Guests of Honours</b> ?	Yes	No	If Yes, who will you invite? _____
_____			
Will there be <b>Speakers</b> ?	Yes	No	If Yes, who will you ask? _____
_____			
Will you invite the <b>Media</b> ?	Yes	No	

**7 REFRESHMENTS** Will there be food?

Breakfast	Morning Tea	Lunch	Afternoon Tea	Cocktails	Dinner
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**8 MATERIALS** List down all the materials\* you need.

*\*Examples: Information sheets, Flyers, Brochures, Posters, Sign-up sheets, Mentor-Mentee agreements, Goal-setting worksheets.*

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**9 MEDIA** Visibility is very important when you are trying to increase your membership, strengthen partnerships and be recognised as a leading professional association in your country.

Will you have a <b>press conference</b> ?	Yes	No	<b>TIP:</b> Consider hiring a photographer and a videographer to take good photos and do a short video clip of the program for visibility purposes. This will greatly increase opportunities for sponsors and funders to working with you in the future.
Are you writing a <b>media release</b> ?	Yes	No	
Are you doing <b>TV interviews</b> ?	Yes	No	
Is a magazine or newspaper <b>featuring this story</b> ?	Yes	No	



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**10 BUDGET** Based on the information you have put together above, estimate how much money you'll need.

### Partnerships, Sponsorships and Funding

There are many ways to get funding for this project - can you work with volunteers or have each separate item sponsored by another organisation or commercial company? Can you begin a strategic partnership with another organisation or apply for some funding at your local high commissions and embassies?

ITEM	DESCRIPTION	COST	POSSIBLE SPONSOR
Venue			
Refreshments			
Materials			
Visibility			

**TOTAL**