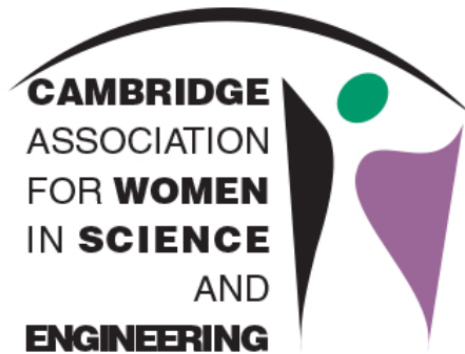


# CamAWiSE Programme Handbook

Version 4.2 March 2023



<https://camawise.org.uk>

[info@camawise.org.uk](mailto:info@camawise.org.uk)

## CONTENTS

<b><u>Introduction to CamAWiSE</u></b> .....	2
<b><u>The Mentoring Programme</u></b> .....	2
<b><u>Roles and responsibilities</u></b> .....	4
Mentors .....	6
Mentees .....	6
CamAWiSE .....	7
Code of Conduct .....	7
<b><u>Mentoring Action Plan</u></b> .....	9
Expectations and Goals .....	9
End of Mentoring programme .....	10
<b><u>Additional Resources</u></b> .....	11

## **Introduction to CamAWiSE**

The Cambridge Association for Women in Science and Engineering ([CamAWiSE](#)) is a network for women in Science, Technology, Engineering, Maths and Medicine (STEMM) in industry and academia. We support professional development for women in STEMM as well as those interested in pursuing a STEMM career. We aim to support recruitment and retention of women in STEMM roles and to provide a network of information and inspiration.

## **The Mentoring Programme**

The CamAWiSE Mentoring Programme aims to connect professionals from the local community in Cambridge and beyond. The programme serves to allow mentors and mentees to make new connections, expand their exposure and insight into professional areas beyond their own, and gain further skills relevant for their professional or their personal lives.

The Mentoring programme started in 2020. In 2023, we will run a fourth cohort where we want to pursue broad participation from mentors and mentees from different backgrounds and geographical regions.

## **Support for Ukrainian women in STEMM**

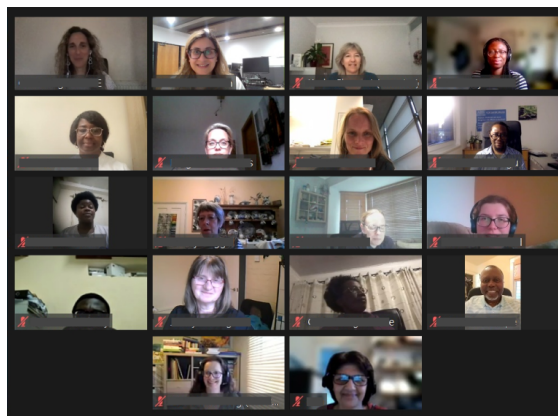
As part of this year's programme, we want to support Ukrainian women affected by the war in Ukraine. We invite Ukrainian women in STEMM to apply to participate as mentees in the 2023 programme. Participating women will be provided with CamAWiSE membership and we will seek to support them in having bilingual mentors and

translating resources from the mentoring activities.

### ***Mentoring program activities and timeline***

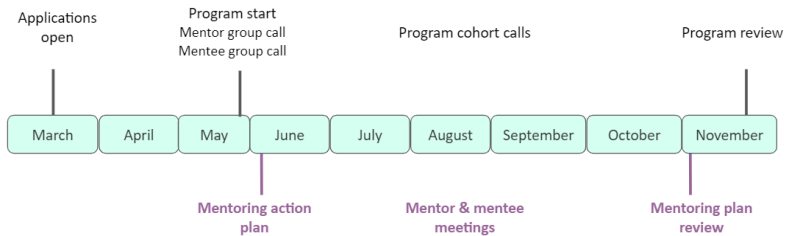
The Mentoring programme involves:

- An orientation event for mentees and mentors at the start of the programme in May 2023.
- Six months of mentor-mentee interactions and meetings.
- Cohort activities for mentees. These online sessions aim to support mentees in making the best of their mentoring relationship, and help them develop professional skills as part of the programme.



The mentee participants are expected to be CamAWiSE members, as part of their membership they are entitled to free attendance to three CamAWiSE online events.

The Mentoring programme requires application. **Applications for the 2023 cohort must be submitted by 30 April 2023.** CamAWiSE will follow up with applicants by mid May 2023.



*“Attending the CamAwise mentoring program increased my confidence and provided me great insights into different tools and techniques to increase my efficiency in the workplace and my management skills.”*

CamAWiSE Mentoring programme participant

## Roles and responsibilities

Mentoring is a powerful personal development and empowerment approach. It supports professional development, providing avenues to learn about other career paths or gain new knowledge and skills. Mentoring allows the mentee to gain guidance and encouragement, support around work/life balance, self-confidence and new professional perspectives. For mentors, it is an opportunity to gain leadership skills, and to inspire women in STEMM. The relationship will allow for mutual expansion of the mentees’ and mentors’ networks.

Mentors and mentees must agree to abide by the programme’s [Code of Conduct](#).

Participants as mentees are members of CamAWiSE for the duration of the programme, mentors can participate without committing to membership.<sup>1</sup>



The mentor and mentee should meet at least once a month, but can meet more frequently if they choose. Suggested meeting length is 30-60 minutes, the meetings are expected to take place online, although the mentor and mentee pairs can discuss the arrangements that best work for them. At your first meeting, the mentor and mentee should agree when and how they will meet for the six-month period and review the Mentoring Action Plan, documenting ground rules, meeting times, and the mentee's goals and objectives. Mentors and mentees are expected to keep all commitments to each other while participating in the programme.

CamAWiSE will set up a dedicated Slack channel for the programme participants to allow information sharing and interactions among participants.

Both mentor and mentees should aim to schedule meetings at a time and place that minimises potential distractions. The use of cameras is recommended, but each mentor and mentee should discuss and agree whether the camera will be used or only audio depending on their preferences and the capacity of their internet connection.

Any in-person meetings should take place at a neutral public place. If the mentor and mentee meet for a coffee, each person is expected

---

<sup>1</sup> *Image by Zdeněk Macháček via Unsplash*

to pay for their own drink.

When shared information is confidential, both the mentor and mentee should clearly communicate and honour any requests for confidentiality.

The Mentoring Programme is not a counselling service, and the following topics should be avoided with the mentor:

- matrimonial problems
- financial issues
- dependency on alcohol or drugs
- violence and abuse
- mental illness

## **Mentors**

- The mentor should seek opportunities to introduce the mentee to their contacts as a means to help expand the mentee's network.
- It is the responsibility of the mentee to initiate contact with the mentor, however, if the mentor has not heard from their mentee within the first two weeks, the mentor should attempt to reach out.
- The mentee will set the agenda and prepare for the meetings with the mentor.

## **Mentees**

- The mentee initiates contact with their assigned mentor.
- Mentees should give consideration to what they wish to accomplish during the programme before contacting their mentor. This should include what the mentee hopes to learn, their goals, desired meeting frequency, etc.

- The mentee completes the Mentoring Action Plan with input from the mentor.
- The mentee should as appropriate, share networks with the mentor.

## **CamAWiSE**

CamAWiSE will host orientation events for mentors and mentees at the start of the program, as well as group calls for the mentees at different points within the programme.

If a mentee experiences any difficulty contacting their mentor they should reach out to CamAWiSE and we will aim to facilitate connecting the mentee and mentor.

CamAWiSE will seek feedback from participants and may ask participating mentors and mentees to complete a brief survey about their experience at the end of the programme. This is intended to help CamAWiSE review the programme based on participant feedback and inform future changes and improvement to the programme.

CamAWiSE will post information about the programme on its website.

## **Code of Conduct**

CamAWiSE is committed to diversity and to providing a safe and productive Mentoring Programme that fosters open dialogue and the free expression of ideas, free of harassment, discrimination, and hostile conduct. CamAWiSE promotes equal opportunities for all participants, regardless of gender, sexual orientation, physical or mental ability, disability, physical appearance, ethnicity, religion, political affiliation or nationality.



All participants are expected to treat others with respect and consideration, keeping relationships free of discrimination or harassment; maintaining professional and ethical conduct at all times during the mentorship.

Participants shall not disclose, share, duplicate or distribute each other's personal information without consent. Requests for confidentiality shall be honoured.

Participants shall represent themselves honestly and disclose any potential conflicts of interest to their mentor/mentee. Exploitation of the relationship to seek an inappropriate advantage, financial or non-financial is strictly forbidden. This includes solicitation of products or services, or direct requests for or offers of employment.

CamAWiSE will treat information gathered as part of the Mentoring Programme as confidential. Exceptions include material that may be used for the website or promotional material. In these cases, participant consent will be sought. CamAWiSE follows GDPR requirements for data protection and privacy.

*“Towards the end of the programme, I got promoted and I can only thank my mentor for his support and the precious advice he gave me. It was definitely a plus to have him by my side in this process.”*

CamAWiSE Mentoring programme participant

# Mentoring Action Plan

## 1. Expectations and Goals

To ensure that our relationship is a mutually rewarding and satisfying experience, we agree to:

1. Meet at least once per month for six months. We will meet:
  - a. \_\_\_\_\_ by video conference
  - b. \_\_\_\_\_ by phone
  - c. \_\_\_\_\_ other (\_\_\_\_\_)

Our schedule for meetings will be (date, time, frequency):

## 2. Maintain confidentiality of our relationship

## 3. Honour the ground rules we have developed for the relationship.

Ground rules include: *Please list any ground rules (example: off-limits topics)*

- a. \_\_\_\_\_
- b. \_\_\_\_\_

## 4. Provide regular feedback to each other and evaluate progress

## 5. Work toward the following goals and objectives as the focus of this mentoring relationship:

Mentee Goals

- a. \_\_\_\_\_
- b. \_\_\_\_\_

Mentor Goals

a. \_\_\_\_\_

B. \_\_\_\_\_

**6. In the event one of us believes it is no longer productive for us to continue, we may decide to seek outside intervention or conclude the relationship.**

In this event, we agree to use closure as a learning opportunity.

## 2. End of Mentoring programme

At the end of the programme, mentor and mentee may use the below to reflect on the success of the mentorship relationship.

- Did your mentoring experience result in achieving the desired outcomes as identified at your first meeting?
- What were the most beneficial aspects of the mentorship relationship?
- What unexpected benefits were realised?

## **Additional Resources**

Highlights from the 2022 CamAWiSE mentoring programme:

[camawise.org.uk/the-camawise-mentoring-programme-highlights-from-2022/](https://camawise.org.uk/the-camawise-mentoring-programme-highlights-from-2022/)

Blog post by Patience James on her experience participating in the programme as a mentee:

[camawise.org.uk/2022/11/21/camawise-mentoring-program-experience-as-a-mentee/](https://camawise.org.uk/2022/11/21/camawise-mentoring-program-experience-as-a-mentee/)

The CamAWiSE mentoring programme: an interview with mentor Becky Hall blog post:

[camawise.org.uk/blog-the-camawise-mentoring-programme-an-interview-with-mentor-becky-hall/](https://camawise.org.uk/blog-the-camawise-mentoring-programme-an-interview-with-mentor-becky-hall/)

International Mentoring Association:

<https://mentoringassociation.org>

European Mentoring and Coaching Council:

<https://www.emccouncil.org>