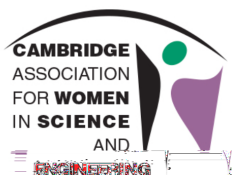


CamAWiSE & SLAWiSE Mentoring Programme Handbook

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Science Resources Africa
Building Science in Africa



<https://camawise.org.uk>

info@camawise.org.uk

<http://www.slawise.com/>

sisatae@yahoo.com

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Introduction to CamAWiSE & SLAWiSE

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 Sierra Leone Association of Women in Science and Engineering ([SLAWiSE](#)) is a regional network for Women in Science, Technology, Engineering, Maths and Medicine (STEM) in industry, enterprise and academia, an initiative developed from the [Science Resources Africa Programme](#). SLAWiSE was founded in 2013 with mentorship support from CamWiSE; SLAWiSE aims to build and preserve the participation of women in STEM fields, it organizes capacity building/networking meetings as well as access to mentoring.

The Mentoring Programme

The CamAWiSE & SLAWiSE Mentoring Programme is a collaboration between both organizations that aims to connect students and professionals from a broad range of backgrounds, expertise and geographical locations. In particular, we want to provide opportunities for women in STEMM from Sub-Saharan Africa to expand their network and gain support from a mentor based internationally.

The programme enables mentors and mentees to expand their exposure and insight into professional areas beyond their own, and to gain skills relevant for their professional lives.

CamAWiSE's Mentoring programme started in 2020. In 2023, we will run a fourth cohort where we want to pursue broad participation from mentors and mentees in different geographical regions. Mentees from across different locations are invited to apply, and women mentees from Sierra Leone and Western Africa are particularly encouraged to participate.

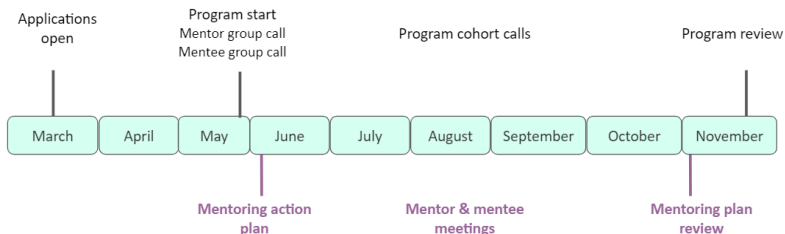
The Mentoring programme involves:

- 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 (optional for mentors). 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.

Mentoring program timeline

The Mentoring programme requires application. **Applications for the 2023 cohort must be submitted by 30 April 2023.** CamAWiSE & SLAWiSE 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.¹



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

¹ 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 & SLAWiSE

CamAWiSE & SLAWiSE 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 or SLAWiSE and we will aim to facilitate connecting the mentee and mentor.

CamAWiSE & SLAWiSE 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 & SLAWiSE review the programme based on participant feedback and inform future changes and improvement to the programme.

CamAWiSE & SLAWiSE will post information about the programme on their websites.

Code of Conduct

CamAWiSE & SLAWiSE are 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 & SLAWiSE promote 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 & SLAWiSE 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 & SLAWiSE follow 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/

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/

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/

International Mentoring Association:

<https://mentoringassociation.org>

European Mentoring and Coaching Council:

<https://www.emccouncil.org>

Contacts

CamAWiSE contact: info@camawise.org

SLAWiSE contact: sisatae@yahoo.com