



# MENTEE APPLICATION

## 2021

# Women to Women Group Mentoring

## FAQ'S

*Last year's topics included: Emotional Intelligence, Presentation Skills, Authentic Leadership, Relationship Building, Networking and Giving and Receiving Feedback*

**What is your mission?** The Women to Women Group Mentoring Program is an opportunity to develop leaders in an intimate group setting and confidential environment, enable the free exchange of lessons learned from experience, garner first-hand advice from today's leaders, and discuss topics that will accelerate women's full potential personally and professionally

**What topics are addressed in the course?**

The program covers a wide array of business-related topics such as leadership, communication, presentation skills, networking and giving and receiving feedback. In addition, participants receive a comprehensive DiSC report, which provides insight into behavioral profiles and related communication styles.

**I don't work in a traditional corporate environment. Is this the right program for me?**

Yes! Mentoring is for everyone, and our classes are a diverse mix of people working in corporate, nonprofit and even entrepreneurial positions.

**How will this program provide a well-rounded experience that extends beyond my career?**

Past participants have consistently said that the skills they honed in the mentoring program had a strong crossover into their personal lives – improved communication, stronger emotional intelligence and bolstered confidence.

**How do I know if I am ready for this program?**

Our participants are a range of ages, with varying work experience. The program is designed for anyone looking to learn, grow or take a career to the next level. You do not have to lead a team or have decades of experience behind you to thrive in this program. All you need is a an open mind, a willingness to commit to the program and a desire to boost your leadership skills.

**Is homework assigned?**

Depending on the monthly topic, there could be work required outside of the classroom setting. These projects might involve writing a short presentation, working through case studies applicable to the workplace or just checking in with your accountability groups to see what others are learning and continue the conversation outside of class.

**Does the program include any one-on-one mentoring?**

The program is designed as group mentoring, where all participants benefit from the mentors leading each session, as well as the input and experiences from other mentees in the course. While program mentors often continue discussions outside of class with individuals or small groups, the bulk of the mentoring will take place in the sessions, which are team-taught by two mentors each month.

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## EXPECTATIONS

*We ask that you take this commitment very seriously, as each mentee plays an integral role in the success of the program. We have put together the following guidelines to set the ground rules, so that everyone is clear about what we feel will enable each mentee to achieve her goals.*

### **Attendance and Timeliness**

A critical component to the achievement of each mentee's goals is building a foundation of trust within the group. Consistent attendance and arriving on time is essential. We ask that you treat these sessions as you would a client meeting or other work commitment.

Mark your calendar now with all of the sessions, making sure to take into account the travel time required. Missing sessions and/or arriving late may result in you being asked to leave the group. There are a maximum of two excused absences for this program. An excused absence means you have notified the Chamber liaison prior to the event. Any additional absences above and beyond the allotted amount must be excused by the Chamber. When you miss a session, you are expected to meet with your accountability partner or group to catch up.<sup>1</sup>

### **Communication Protocol**

You will receive emails from Danielle Joseph, as well as from fellow group mentees and mentors. The expectation is that you respect deadlines and reply promptly to these emails.

It is expected that you attend all sessions, but should an unforeseen conflict arise, please contact [daniellej@lehighvalleychamber.org](mailto:daniellej@lehighvalleychamber.org) and that month's mentor facilitators as soon as possible.

### **Respect and Confidentiality**

Confidentiality, openness and honesty play key roles in allowing the group to establish a strong bond. What is said during the sessions stays within the group. We also ask that you are respectful and willing to consider others' perspectives. Each mentee is expected to contribute to the discussion, as the group will benefit from hearing all perspectives. Please be cautious not to monopolize the conversation and be sure to respect the facilitator's role of keeping the discussion on topic.

### **Initiative and Responsibility**

As a mentee, you will be expected to participate in the Linked In group page, which will be introduced at the first session in January.

Active participation and engagement are key to success in this program. Completion of class assignments is required.

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<sup>1</sup> 2021 as of now is set for a hybrid year, some meetings will be virtual with the hope to have some in person meetings

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## SELF-NOMINATION FORM

*Please fill out the following. Also provide a professional letter of recommendation.  
Letters may be from a supervisor, manager, colleague, mentor, past mentee, etc...*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Industry: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Please answer the following:*

Why do you want to participate in this mentoring program?

What are your goals and expectations for participation?

What skills are you trying to develop?

What are your personal and professional strengths?

What are your areas of expertise?

Should scholarship funds be available, please include a brief summary of why you should be considered.

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## ACKNOWLEDGEMENT FORM

### 2020 SESSIONS

#### WHERE:

**Virtually:**  
Zoom

**In Person:**  
East Stroudsburg University

Bethlehem Campus  
60 W. Broad Street  
Bethlehem, PA 18018  
(near the Edge Restaurant)

#### WHEN

Wednesday  
Evenings 5:00 to  
7:30 PM

### DATES

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 13

November 10

December 8

*By signing, I acknowledge that I have read and agree to the W2W Group Mentoring expectations.*

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Please sign and return all Mentee Nomination Application forms, including letter of recommendation to:*

[Daniellej@lehighvalleychamber.org](mailto:Daniellej@lehighvalleychamber.org)

**APPLICATIONS DUE: NOVEMBER 13<sup>TH</sup>**