

1.0 Introduction

The WIMBIZ mentoring program has been structured to meet the needs of the growing number of women in management, business and public service seeking development and growth in every aspect of their lives. The program is targeted at young women with the drive and passion to find relevance and create their marks in their industry. It is the most basic path to becoming a member of the WIMBIZ community.

1.1 What is mentoring?

Mentoring is a relationship between a senior, more experienced professional with certain values and accomplishments worthy of emulation (mentor) and a less experienced, sometimes junior professional with a desire to learn and improve certain areas of their professional and personal development (mentee). At WIMBIZ, the mentoring program involves highly accomplished women with a desire to give back to the society by mentoring other women that aspire to accomplish extraordinary feats.

1.2 Objectives

The objective is to foster the professional and entrepreneurial growth of mentees as well as afford mentors the rare opportunity of reappraising their business processes and impact aspiring women through a structured mentoring program.

Specific objectives of the mentoring program are:

1. To assist participants to identify and clearly articulate their career and professional goals and create a plan towards achieving it by the end of the mentoring program
2. At the end of the mentoring program, participants would have created their 5 year strategic plan as well as annual operational plans for the 5 years
3. Mentors would have in the process gained practical insights and applied the same to their personal businesses evident by obvious development in their career/ professional development

2.0 Program Overview

The entire mentoring program from selection of participants to the graduation of participants will span a period of 12 months as illustrated in chart 1 below. There are 4 major phases of the WIMBIZ mentoring program namely:

1. Call for Applications
2. Mentor/ mentee training and pairing
3. Mentoring
4. Graduation/ End of Process Dinner

THE WIMBIZ MENTORING PROGRAM

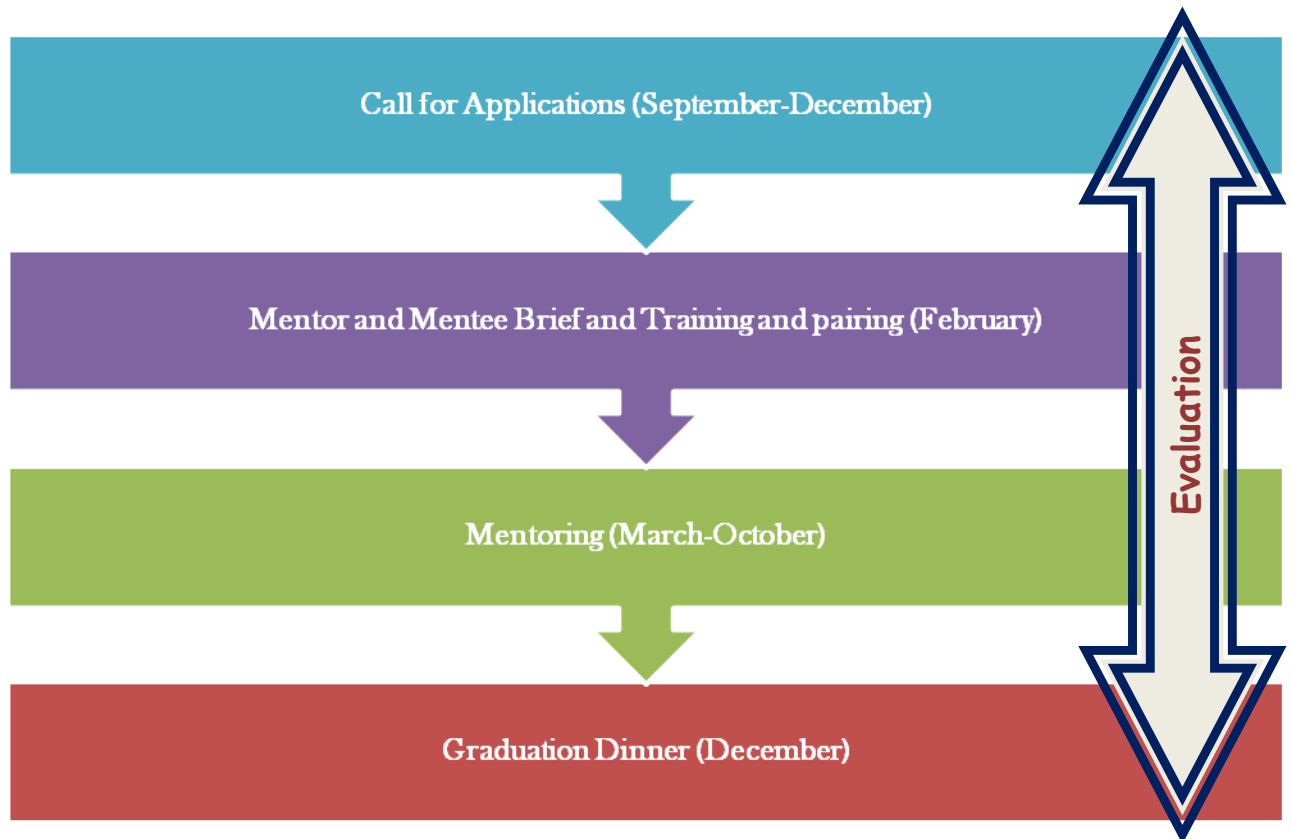


Chart 1: An Overview of the WIMBIZ Mentoring Program

1. Call for applications:

This call is made once a year. The application opens from September- December every year. Applications received are assessed and successful candidates are notified in January and invited to attend the mentoring training.

2. Mentor and mentee brief training and pairing.

The training occurs in February every year. Before the training, the secretariat would have matched mentors with mentees based on their mutual interests. The final pairing will be done after the training; mentors and mentees would have had the opportunity to fully articulate their interests, intentions and expectations. Also mentors and prospective mentees will attend a joint session on alternative methods of mentoring; the session will expose participants to the use of ICT and other non conventional mentoring toolkits.

- a) Mentors brief and training: this is a daylong training. At this training, we evaluate the previous year's performance; share lessons learned with new mentors and prepare mentors for the mentoring session. Mentors are exposed to various mentoring techniques as well as new tools for effective mentoring. The last session will be a joint session for mentors and mentees
- b) Mentee training workshop: this is a two-day training for all successful mentoring program applicants. The candidates are introduced to the mentoring program and are trained on basic career advancement and development tips such as goal setting, projection, personal development among others

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- c) **Mentor/mentee matching:** Mentors and mentees will be matched based on their interests, passions, life and career goals and objectives. At the end of the training, mentors and mentees will resume their mentoring relationship. The first meeting between each mentee and mentor will have a member of the mentoring committee in attendance. The committee member at the first mentor mentee meeting will serve as a relationship broker and assist in the goal setting session on the mentoring relationship as well as document expected results from the mentoring process.

3. Mentoring (March- October)

The mentor/mentee relationship is expected to span at least a 16 hour period over 8 months. Each mentor and mentee is required to meet for a minimum of 2 hours every month over the nine months.

Each mentoring pair establishes its goals for the relationship based on developmental objectives set by the protégé and supervisor (in this case a member of staff of WIMBIZ) during the mentee training program. In addition, the mentor and the supervisor meet twice during the year-long program to review the employee's progress toward meeting the developmental objectives.

4. Graduation/ End of Process Dinner (December)

This event marks the completion of the mentoring program cycle and heralds the beginning of a new session of the mentoring program.

At this event, mentors and mentees share their experiences; the good, the bad and the ugly. Branded WIMBIZ certificates will be issued to participants. Exceptional mentors, mentees and mentor/mentee pairs will be awarded at that event.

3.0 Evaluation

Due to the derivable benefits from the mentoring program and the need to adequately capture the actual benefits, the program will be evaluated in three stages as follows:

1. **Pre-program evaluation:** This involves a pre-program assessment of mentors and mentees to assess them in relation to their goals and an entry survey to identify the expectations of mentors and mentees alike.

The benefits of the mentoring program to mentors and mentees will be judged based on the extent to which their expectations are met as well as how close to their set goals they are at the end of the mentoring process

2. **On-going Program Evaluation:** the mentoring program will be closely monitored. Every participant (Mentor and Mentee) is expected to send a report monthly to aid the evaluation process.

The on-going monitoring evaluation will review the following processes:

- i. Adherence to the expected meeting schedule by mentors and mentees
- ii. Goal setting during the month

- iii. Quality of the process
- iv. Step by step achievements

What this process does is to reveal at a glance the state of the mentoring program.

3. **Post Program Evaluation:** like the pre-program evaluation the post program evaluation will involve a post assessment of all participants as well as an exit survey. The post program assessment will assess how close participants are at the end of the program to their initial goals. The exit survey on the other will evaluate the ill be assessed at the end of the program cycle and results will be compared with the pre-program assessment to identify areas of impact. The entire program will be evaluated at the end of the program cycle to measure effectiveness, relevance, impact and sustainability.