Carnegie Mellon University
Barbara Smith Women’s Mentoring Program

• Designed to facilitate supportive relationships by matching individual women staff who are willing to act as mentors with those who wish to be mentored.

• Relationships should be centered on professional interests and aspirations, such as career advancement, educational opportunities, and job related issues.
History of BSWMP

• Began in 1994
• Barbara Smith – former Assoc. VP of HR
• Formerly managed by group of volunteers: Gloria Gruber, Pattye Stragar, and AnnMarie Zanger
• In 2017, the program shifted to the CMWA
• Over 350 mentor-mentee partnerships in its history
• On average, 15-20 pairs per year
Who is a typical mentor?

- Open to CMWA members who are staff at CMU
- Want to “give back” what they have learned
- Desire to expand their network
- Can share their leadership, management, career lessons and other experiences.
- Experienced with balance of work-life-education
- Support mentee’s personal and professional growth
- Most have worked for at least 2 years
- Can share their understanding of the CMU culture
What’s the role of a mentor?

- Provide guidance and support
- Ask open-ended questions
- Demonstrate active listening
- Clarify understanding
- Role model behavior
- Provide objective feedback and guidance
- Facilitate self-reflection
- Be engaged
- Honor commitments
Who is a typical mentee?

- Open to CMWA members who are staff at CMU
- Seeking tips on planning their career path and building a network
- Want trust relationships with mentors
- Looking to gain leadership skills
- Often trying to find balance with family, education, work challenges
- Most mentees have been at CMU for less than 2 years
What’s the role of the mentee?

• Identify and share the skills, knowledge, or goals you want to achieve
• Set goals
• Ask for specific advice on your skill set, ideas, plans, and goals
• Create an action plan for accomplishing goals
• Effectively receive and respond to positive and constructive feedback
• Take initiative and remember that you own your own development
• Use active listening skills in discussions with your mentor
• Be engaged
• Honor commitments
What to expect

• Mentoring relationship:
  
  **Beginning:** gaining rapport and building trust, setting goals, agreeing on commitments and expectations

  **Middle:** work towards goals, create action plans, reflect on outcomes

  **End:** evaluate and celebrate relationship and achievements

• You determine where, when, and how often you meet
  
  • We suggest you meet shortly after pairings are announced and plan a regular schedule of meetings

• You determine how relationship will operate

• Resources and support will be available
Application process

• Applications will be available December 10
• Google Forms is new format
Timeline

• December 10: Applications open
• January 20: Applications due
• January 30: Pairs are announced
• February 1: Mentor Training Session
  • 11:30am-1:30pm in Danforth Conference Room
  • Brown bag
• February 8: Program Kick-Off
  • 4:30pm-6pm in Alumni House
Tips to Get Started

• Exchange your resumes!
• Review provided templates:
  • Mentoring agreement
  • Goal setting
• Read articles for both mentors and mentees
Questions and Suggestions?