



Mentorship

BARBARA SMITH WOMEN'S
MENTORING PROGRAM

Sponsored by:
the Carnegie Mellon Women's Association

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

Application to be a Mentor

Barbara Smith Women's Mentoring Program Mentor Application:

Seeking to channel our diverse resources to promote the professional and personal goals of Carnegie Mellon women, this program is open to women who are employed in regular or temporary, part-time and full-time, appointments of four months or longer. Mentor relationships center on professional interests and aspirations, including career advancement, educational opportunities and job-related issues.

The Carnegie Mellon Women's Association is now hosting the Barbara Smith Women's Mentoring Program. To take part in this program, you need to be a member of the CMWA.

Join CMWA: <https://www.cmu.edu/cmwa/membership/index.html>

This is a volunteer activity and sometimes the pool of mentors and those who wish to be mentored does not match, either by number or by area of expertise. However, every effort is made to accommodate all interested individuals.

Application for Being Mentored

Barbara Smith Women's Mentoring Program Application for Being Mentored:

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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?

