

The Women in Forging Mentorship Program

Program Overview

The Women in Forging Mentorship Program's primary goal is to promote the development of leadership roles for women in the forging industry. This mentorship program will tap into the existing knowledge, skills, and experience of successful women in leadership positions who are currently working in the forging industry and transfer that knowledge and skill to the upcoming industry workforce while helping them move towards successful careers in leadership of their own.

In this guide, you will find resources to help guide you in your mentorship. Please remember that these are only guidelines, and each mentorship will be unique to each pair.

- Be respectful
- Seek to learn from your mentoring experience
- Look for ways to add value to your mentor/mentee. Remember a birthday; write a thank you note, send an encouraging text, etc.
- Keep commitments
- Help your mentor/mentee know specific ways you are growing from your mentoring experience
- Be mindful of time commitments
 - **STUDENTS:** Be sensitive to the time the mentor shares with you and do your best to accommodate their schedule. (The mentor is volunteering their time to support your leadership development).
- Be on time
- Respect your boundaries. Don't ask questions that are too personal unless permission is given
- Keep confidential information confidential

Mentor Responsibilities

The key to being a good mentor is to remember to *mentor with impact*. As a successful mentor you should be accessible to your mentee and provide an environment that is open for communication. The frequency of meetings will need to be discussed and worked out as to what works for both parties.

All mentors should:

- Stay accessible throughout the program Assist with creating goals and a plan of action
Transfer their own knowledge/skills
- Provide leadership and management Development Share personal experiences
- Be a resource for your mentee
- Routinely meet with mentee



Mentee Responsibilities

As a mentee, you will be responsible for leading the relationship between you and your mentor. It will be your responsibility to make the most out of the time that is provided by your mentor. The frequency of meetings will need to be discussed and worked out as to what works for both parties.

All mentees should:

- Commit to your development
- Provide professional goals
- Create an action plan
- Actively participate in communicating with your mentor
- Respect your mentors time and commitment
- Seek suggestions and feedback from your mentor
- Stay accessible throughout the program
- Routinely meet with mentor

Mentoring Agreement

Mentoring is both a “get and give” experience with the goal of providing a rich and rewarding experience for both partners. Both partners must be respectful of each other’s time and commitments. During this mentoring relationship, there will be a great deal of information shared between one another. Establishing clear boundaries will help build the mentor/mentee relationship. The most important thing is to agree as to what information can be shared and what should remain between parties.

By signing below, both parties agree to keep all information confidential, unless otherwise specified.

Mentee Name: _____ **Date:** _____

Mentor Name: _____ **Date:** _____

