

PWN MENTORING PROGRAM – FAQs

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GENERAL

1. What is the PWN Mentoring Program?

Mentoring is a voluntary learning partnership through which a more experience professional (the mentor) shares his/her expertise and experience to support someone else (the mentee) in achieving her professional goals.

Research suggests that working with a mentor can make a big difference to the professional development and career progression of a mentee. Mentoring is recognised to as an effective and impactful way to prepare future leaders.

Our Program is designed to make female talent grow – in a variety of ways. Our goal is simple and ambitious: Foster a joint journey of professional and personal development for mentees and mentors!

2. What are the benefits of participating as a PWN Mentee?

- Mentoring helps talented people to develop their skills and aptitudes, to better understand "their self" and the personal characteristics that facilitate a change;
- It has been proven that women involved in a Mentoring process increase their chances of advancing in their careers faster;
- It allows you to improve career strategies and gain greater exposure to new situations and people;
- Through a Mentor (that matches your specific profile), you'll access someone with significant experience and new perspectives as well as have a sounding board for some of your decisions and evolution milestones;
- You'll have access to activities promoted by the PWN Lisbon Mentoring team specifically for your intake or welcoming the entire Community of Alumni. You can also self-organize networking activities with other Mentees;
- You'll also have a restricted group on WhatsApp, as a dynamic and informal channel, for all Mentees from this year's edition to share ideas and knowledge, all becoming co-responsible for the group evolution.

3. Who is eligible to participate?

The program is open to professional women of any current level of responsibility, function, sector (private, public, NGO), company size, level of academic/formal training, age, personal background and origin – diversity among our participants and volunteers is a factor that enriches everyone's experience.

The program is a great option if you:

- ...want to reflect on your professional experiences and decide on your future path, be it in Portugal or around the globe; OR
- ...recently transitioned to or aspire to build the skills for first line management; OR
- ...desire to develop the competences required to reach higher levels of responsibilities, be it as leader of leaders or on a company board; OR
- ...feel the need to define how to balance all your ambitions – professional and personal – over the next years.

If you identify with ONE of these situations, just access the application at:

<https://pwnlisbon.recruitee.com/>

4. Who are the mentors?

Our mentors are women and men with proven experience and passion for mentoring. They're professionals with careers in a wide range of industries, usually with many years of working experience and from various academic backgrounds.

As a part of our Mentors' network, we have senior managers and professionals from companies as EDP, Novabase, Accenture, Santander Totta, NOS, Galp Energia, IBM, among others.

5. How long does this Mentoring Program last?

Our Program supports pairs of Mentors and Mentees for 10 months (between October and June). We're sure you'll build long-lasting relations after the program, not just with your Mentor, but with other Mentees.

6. Who is the Angels team?

The Angels team aspires to support everyone – mentee & mentors – to have a valuable experience. After the initial workshop, you – as mentee or mentor – can reach out to the Angels team as needed: just drop an email to angel@pwnlisbon.com and someone from the team will follow up with you.

Angels team members are mostly experienced mentors with a formal training/certification as coach/mentor and are offering their time voluntarily to assure a high quality program. The Angels team also reviews the regular feedback you provide to the programs survey and may opt to reach out to you ... always focused on fostering a great mentoring experience.

7. What kind of guidance is provided in this Program?

- Participants receive a manual (Mentor's manual and Mentee's manual);
- Mentees and new Mentors are invited to onboarding workshops;
- Access to the Angels team & possibility to join virtual learning/sharing sessions facilitated by Angels team member.

Every mentoring relationship is different, and what each Mentee needs from our Program may be different. The Angels team is here to create a great experience. It's your obligation to reach out, if you need support and/or you're not satisfied with your experience 😊.

8. Will the information I share through the Mentoring Program be kept confidential?

Yes. All requested information is used for selection and matching purposes only. Contacts will be shared amongst other participants.

When the Mentee's participation is sponsored by their own organizations, we guarantee total confidentiality of the information.

9. Do you promote additional activities?

Yes. Our PWN Lisbon Mentoring Program includes some optional activities, besides the core mentoring program, such as:

- Group mentoring (between March and June; separate application process where you opt for a group that fits your main mentoring process)
- Buddy mentor for new mentors (or any mentor that asks for it)
- WhatsApp group for each edition of Mentees
- PWN Lisbon monthly breakfast and various PWN Lisbon and PWN Global activities for mentees as they join our network (PWN Global is present in 27 cities)

10. How much do I need to pay to participate?

After you got confirmed as official Mentee, there's a 120€ mentoring program fee, for administrative expenses, paid upon acceptance. You will receive an email with payment information after being accepted in the program. Mentees also have to become a member of PWN Lisbon and pay the yearly 85€ membership fee, in case they're not members yet.

APPLICATION AND MATCHING

11. What is the Calendar for the Program?

Our Program is organized in several phases. Please check dates for each specific year in the program presentation.

12. How do I sign up?

Complete the mentoring application on the page of the Mentoring PWN Lisbon - <https://pwnlisbon.recruitee.com/>

13. Do I need to apply in English?

Longer questions can be answered in Portuguese. Please respond to short questions in English (e.g. Job function) to maintain the coherence of our data.

14. How is the selection process organized?

For us to get a final cohort of very committed mentees, there are three steps:

- The analysis of applications to assure overall alignment with the goals of this Program;
- An interview with one of our voluntary mentors or angels to identify mentee's goals and fit with our program;
- A final screening, to select the final cohort.

We may not be able to include everyone in our cohort we would like to select – we're however always available to provide feedback and welcome a second application, if you were not accepted in a previous process.

15. What are the main criteria in Selection?

At PWN Mentoring Program, we have consider a variety of criteria to select our mentees. Please make sure your application is complete and you really have the time to invest in your own development required for a mentoring process.

Furthermore, we value the following aspects:

- Alignment of program goals with mentee's goals/expectations;
- Commitment & demonstrated eagerness for career development/professional growth;
- Clarity of objectives for the mentoring process;
- Diversity of cohort;
- Previous applications, seniority as PWN member** and/or PWN partner company (priority);
- Date of application.

16. How do I know if my application was accepted and if I'm moving to the next step?

Given the number of applications, we are not able to follow up all application processes individually.

- We will send an automatic email confirming reception of the application.
- We will contact you for the interview process during May – or provide feedback, if we have decided not to consider your application for this second step.
- We will provide final feedback on decisions in June (we also have a small group of waitlisted candidates each year who will get specific feedback on their status and timeline).

17. When will I be informed if I was accepted as a Mentee?

You receive final feedback during June and will need to complete the registration process during July.

18. How are the pairs matched?

We consider several criteria in that process:

- The matching is based on the information of the application and interview.
- Matching takes into account goals, experience, sectors, comfort zones vs. challenges, etc.
- Pairs will confirm matching in the first mentoring session. Mentee provided feedback regarding match to the Angels team until the end of October.

19. What happens if we don't confirm the matching?

If non-confirmation happens because of a conflict of interest or other issues that we could not identify in the matching process, we re-match once.

20. Can I choose the Mentor I want?

You can suggest some mentors during the process, there might be a chance that one of them is already in our experienced pool of PWN Mentors or available to get on board in this new edition.

DURING THE MENTORING PROCESS

21. If I'm accepted, what is expected of me?

We just ask for your commitment!

If you are matched with a Mentor, we ask that you maintain the relationship active and productive.

We also ask that you respond to ALL our feedback questionnaires and use the Angels team as needed to assure a great experience.

At the beginning of the program, we'll also introduce you to the other mentees. You can benefit from

the networking potential of this program by self-organizing activities like 1:1 lunches and get-togethers.

22. How often should I meet with my Mentor?

The time commitment should be based on your goals for the year. We encourage Mentees to meet at least once a month with the Mentors, for one or two hours, in a face-to-face or virtual model.

23. What are acceptable ways to meet?

It's up to you and your Mentor to decide the best way to have your mentoring sessions, since in person meetings are not always possible. Some pairs are meeting by telephone, zoom, or other virtual methods.

24. What happens if my Mentor and I aren't a good match?

Our goal is to provide the best possible match to each Mentee. If either the Mentor or the Mentee feels that the pair isn't a "good fit", they can notify the Angels team and we'll try to find the best solution for everyone.

25. What happens if the mentor/mentee is not responsive?

If the Mentor/Mentee does not respond to your contact efforts, please reach out to our Angels team.

26. Where can I find the documents and information I need during my Mentoring Program?

In the initial welcome email you'll receive the link to a folder with all documents, including your Mentee/Mentor Manual, where you will find important and helpful tips.

27. What happens if I cancel my participation in the PWN Mentoring Program?

This program has a no-fault opt-out clause.

Corporate mentoring programs have an average 15% attrition rate. Some mentoring relationships do not work out, mainly due to limited commitment by either party or mentee expectations not being in line with the program.

Pairs are entitled to separate if their relationship is not working. The Angels team will assist in this process and suggest that the pair rethinks whether it makes sense to both to continue.

If you decide it's best not to continue, the mentoring program and PWN Lisbon fees you paid at the beginning of the program won't be reimbursed.

OTHER QUESTIONS

28. How do I become a member of PWN Lisbon?

Register online at <https://pwnlisbon.net/join-us/individual-member.html>

If you require any additional information or assistance to become a member, please contact us: contact@pwnlisbon.com

29. I still have some questions, whom should I contact?

To learn more about PWN Mentoring Program, please contact mentoring@pwnlisbon.com