



# WOMEN IN TECH MENTORING PROGRAM

## 2023 - 2024 MENTOR EXPECTATIONS

### Who is eligible to be a Mentor?

- A TCCP member who is currently working in a tech-related position.
- While a Mentor isn't expected to have all the answers, Mentors can help Mentees make connections to get advice and guidance.
- Whether you have been a Mentor before or are interested in becoming a Mentor for the first time, all experience levels are welcome!

### How are Mentors matched with Mentees?

- Ideally, Mentors will be matched with Mentees based on common career interests, regionality and / or graduation year although we recognize that this may not always be possible.

### Is there training available for Mentors?

- **YES!** All Mentors will be asked to attend and participate in mandatory WIT Mentor Training.
- WIT Mentor Training will be held on Tuesday, 10/3/2023, from 12pm – 1:30pm via Microsoft Teams.
- During this WIT Mentor Training, the following topics will be covered:
  - Goals and objectives of the WIT Mentoring Program;
  - The role of Mentor Coaches;
  - How to be a successful Mentor;
  - Best practices for success when working 1-on-1 with a Mentee;
  - Best practices for success when facilitating or co-facilitating a WIT Mentoring Group;
  - The role of the Mentoring Group Leader; and
  - Resources available for both Mentors and Mentees.

### Is there ongoing support available for Mentors?

- **YES!** Two Mentor Coaches will be available throughout the duration of this year's WIT Mentoring Program to provide support and guidance to Mentors.
- There will also be an informal network for Mentors established in Microsoft Teams to help provide content, coaching and collaboration including an online forum for accessing & sharing information.

### What are the expectations and time commitment of a Mentor?

- Attend virtual WIT Mentor Training on Tuesday, 10/3/2023, from 12pm – 1:30pm.
- Attend hybrid WIT Mentor Program kick-off event on Tuesday, 10/17/2023 from 6pm – 7pm.
- Meet with assigned Mentee(s) at least once per month via phone, videoconference or in-person meeting.
- Co-facilitate assigned WIT Mentoring Group at least once per month working in partnership with other Mentor(s).
- Attend the in-person WIT Mentor Program wrap-up event in April 2024 – tentatively planned as luncheon on Saturday, 4/6/2024, from 11am – 1pm in the Harrisburg-area.
- Mentees will be encouraged to touch base with their Mentors on a regular basis. Mentors should be available for Mentees as needed between formal meetings.

### How often do the WIT Mentoring Groups meet?

- WIT Mentoring Groups meet for 1 – 2 hours once a month, from October through April.
- WIT Mentoring Groups can meet virtually or in person – this is up to each WIT Mentoring Group’s preferences.
- Each monthly WIT Mentoring Group meeting will be preassigned a discussion topic and Mentors will be provided with a facilitation guide.

### How many Mentees are in each WIT Mentoring Group?

- Each WIT Mentoring Group will be comprised of 6 – 8 members (3 to 4 Mentees + 3 to 4 Mentors).
- Mentees assigned to each group will represent a variety of higher education institutions.

### What are the expectations of a WIT Mentoring Group Leader?

- Mentoring Group Leaders are responsible for coordinating the date and time and method (virtual or in-person) by which Mentoring Group meetings will be convened.
- Mentoring Group Leaders are responsible for reminding Mentoring Group participants of the established dates, times and methods of the Mentoring Group meetings to maximize participation.

**If you are interested in becoming a WIT Mentor, please complete and submit a WIT Mentor Application by Monday, Monday, 9/11/2023, at 12pm EST. To access the application form, please [click here](#).**