Easy stages guide to Mentoring

What is Mentoring?

1. Mentoring is to support and encourage people to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the person they want to be. "Eric Parsloe, The Oxford School of Coaching & Mentoring.

2. Mentoring can be used in any situation where an individual needs support whilst they learn about their new environment and become confident in their interactions within it. So, it is just as important in the Soroptimist world as it is in a working environment.

3. Members of all organisations feel valued when they are supported and included in its activities and decision making.

4. In your Club, Mentors have a key role in making new members familiar with their Club, its aims, objects and service to women and girls.

5. Mentors are 'the link' between the new member and the Club.

Why Mentor

1. Engaging our new members in helping to make a difference and transform the lives of women and girls is a key role to convey.

2. It provides the new member with a safe route to ask questions

3. They have access to someone who will help teach them all they need to know about Soroptimist International, SIGBI, and their Club

4. The system will ensure that that every new member has a 'mentor,' 'buddy' or 'friend' who will support and keep in regular contact to guide them through their first one or two years
Things to Consider

1. Planning
2. Skills which help with Mentoring
3. Check list
4. Ideas and Reminders

Starting a Mentoring Scheme

1. The aim is to set up a formalised induction system which will help new members to quickly and easily become acquainted with the aims, structure, and service of their Club and the role of S.I.G.B.I. and S.I.
2. At a Club meeting discuss mentoring and the skills involved
3. Give a brief overview of the new member or members who are joining
4. Ask for volunteers to meet and discuss mentoring with a view to becoming a mentor
5. Set a date and a venue
6. Organise a small group workshop sharing information and scenarios:
   - How would you help and advise a new member to seek out advice about International Project?
   - A new member enquires about what the format is for a Regional Meeting?
   - A new member has an idea that she would like to share and maybe become involved with PA work in a local school
7. Make sure that mentors meet regularly with their new members but they should also meet as a group, where they can freely ask questions and network with each other
8. Mentors should review and monitor either using the checklist attached or devise one for their own Club
9. Every member of a Club, however, should help to encourage new members to gain knowledge and understanding about becoming a part of the world’s largest service organisation
Skills which help when mentoring

1. A good wide knowledge of Soroptimism
2. Good communicator
3. Good listener
4. Ability to share information
5. IT skills
6. How to gain specific information through the SIGBI website
7. Guide and give praise
8. Know about Club projects and service over the last few years
9. Know about International work

Checklist to help mentor new members

This checklist list is in sections, to be covered over their first year as a new member.

The initial meeting should be an informal chat, e.g. at a coffee shop, ensuring that the new member has understood the following suggestions: -
Club Information

Your details as her mentor, telephone, address and email
Has she received her name badge? And membership number?
Has she been introduced to all the Members at a meeting?
Has she received either a list/booklet with all the club members contact details in?
Has she received her New Members Handbook/ Pack?
Explanation of club meetings, venue, dates and timings
General format of club meetings and speaker meetings
Information on social events and Fund Raising
Explanation of Club Presidents Role and the website location of the job specification
Explanation of the Executive members roles and the website location of the job specification
Explanation of the Committees structure
Information on recent Local projects and service given – photographs very helpful
Has she received the 'SOROPTIMIST NEWS' magazine? PAM and Membership Matters?
Show how to access the Clubs website, where to look and what she will find?
Encourage her to share information with her family and friends and invite them to fund raising and social events.
Show her how to use the SIGBI website using her membership number and how to access all the different areas
Explain how Programme Action is the 'core' of all our work to improve the lives of women and girls
Has she been shown how to access the member's area of website?
Has she gained access to SIGBI GBI Facebook page?
The space below is for the Club to include personalized information
Regional Information

Name of Region and the names of Clubs who belong to the Region
Where and when the Regional meetings are held
Format of the meetings, i.e. Programme Action and Speakers
Opportunities to network with other clubs
Dates of regional meetings
Regional Conference (if held)
Encourage new member to attend a Regional meeting
How to access the Regional Newsletter (if produced)
Who are Regional Executive
Encourage her to feedback her experience to other club members and new members

Our Federation

Countries included in SIGBI
Brief history of our Organisation
Projects focus on, 'Educate to Lead'. 5 Programme areas: - Economic Empowerment, Violence and Conflict Resolution, Food Security and Healthcare, Learning Opportunities and Environmental Sustainability.
Other Federations in Soroptimist International.
Our International President and her goals.
SIGBI’s Federation Management Board and Federation Executive Council.
63 Bayswater Road

Programme Action

Discuss the role of UKPAC and FPAC
The work of Regions and UKPAC
Members of UKPAC
Programme Action Study Days
Conferences

Explain and encourage attendance at;

Regional Conferences
Federation Conferences held annually in different venues, sometimes out of the UK
International Conferences

A few ideas and reminders

1. Ensure that a seat is reserved for the new member at every meeting
2. If she is absent for two meetings make contact with her
3. Remind her of what is happening at the next meeting
4. Try to rotate her seat between different members
5. Inform her when Regional meetings are coming up, she may appreciate a lift
6. Have a joint 'Nosh and Natter' night with all new members and their mentors.
7. Invite her to an executive meeting after 6-9 months of joining
8. Does she feel valued and does she feel she has the opportunity to express her point of view?
9. Is she happy with the committee she is on?
10. Has she been involved with Programme Work?
11. Has she thought about bringing along a friend or relative to a club meeting or a social occasion
12. Remind her about dates and times, give feedback if absent from a meeting and always try to transfer information at a steady pace!
13. Tell her where to find the new members pack on the SIGBI website
14. Offer your support on any areas she is concerned about
15. Review and Monitor your work

And lastly……………………………..

Think about organising a “New Members Celebration” maybe bi-annually with your Clubs executive and members, either after a meeting or going out.

Regions should also be encouraged to have a “celebration” inviting all new regional members over a period of two years to a lunch and if possible invite a really good inspirational speaker.