

SHE SKILLZ
GLOBAL

Mentor program onboarding

Meeting place for those who want to share experience with those who are eager to develop themselves

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SHE SKILLZ GLOBAL

ABOUT US

SheSkillz Global

- An online platform designed for women
- Based in Switzerland
- Team of > 13 nationalities, working from 8 different countries
- an international community of talents, companies, entrepreneurs, mentees and mentors



A world where talent has no gender

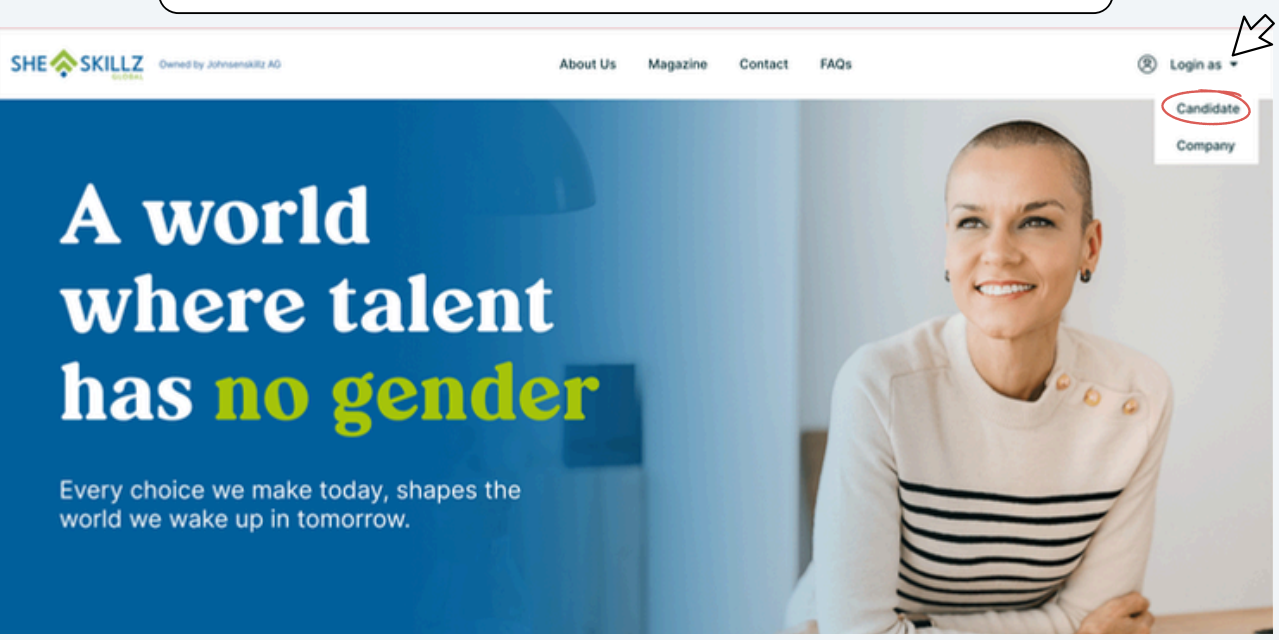
ABOUT PROGRAM

Mentor program

- An international supportive community of mentees and mentors
- 40 nationalities attending so far
- Experienced women/men (mentors) share their knowledge
- 4 online sessions
- 7 topics to choose
- Toolbox
- Free internal webinars
- 250EUR + VAT one-time administrative fee (for individuals)



HOW TO REGISTER?

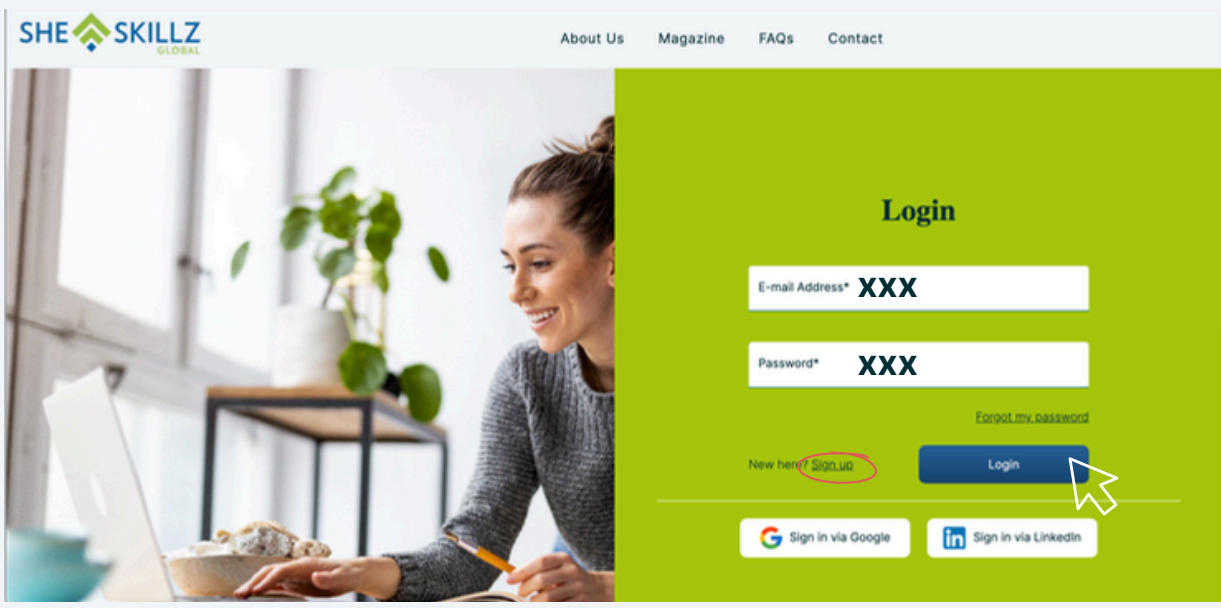


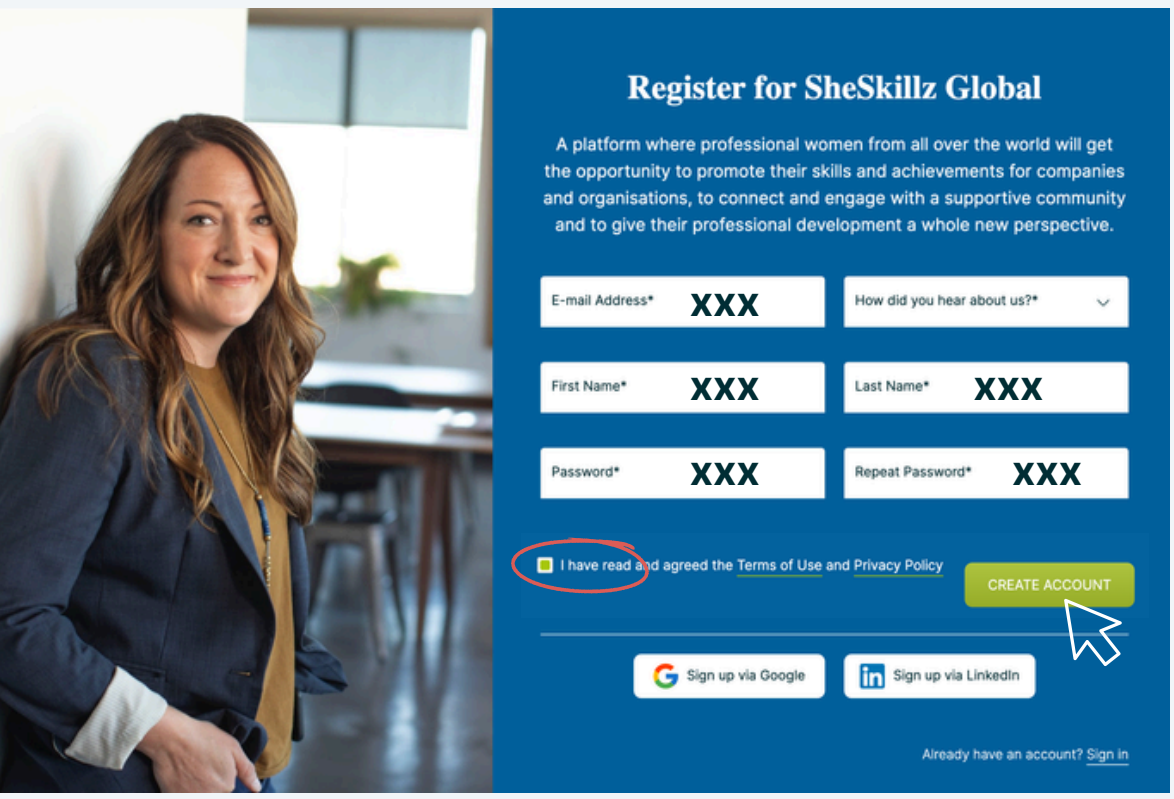
1.

Visit www.sheskillzglobal.com and 'Login as' a Candidate.

2.

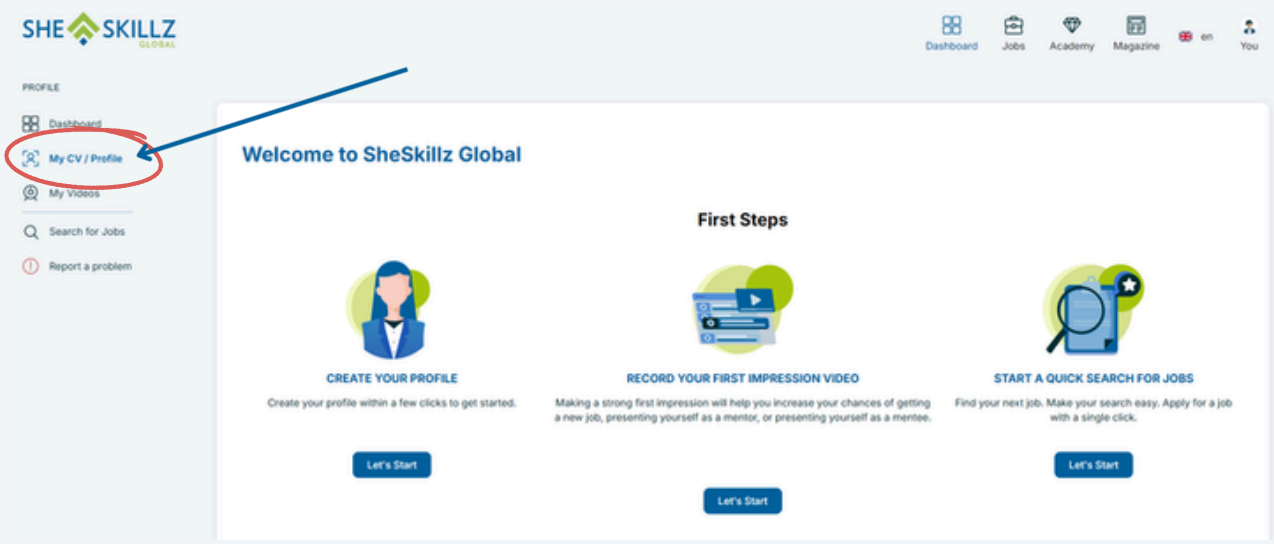
If you already have an account, log in with your existing account. If you don't have an account, click on 'Sign up,' and you will be redirected to the registration form at bit.ly/3p6EwHe.





3.

Fill out the information on the registration form, mark the Privacy Policy checkbox, and click 'Create Account.' You will receive an email from the team for platform acceptance.

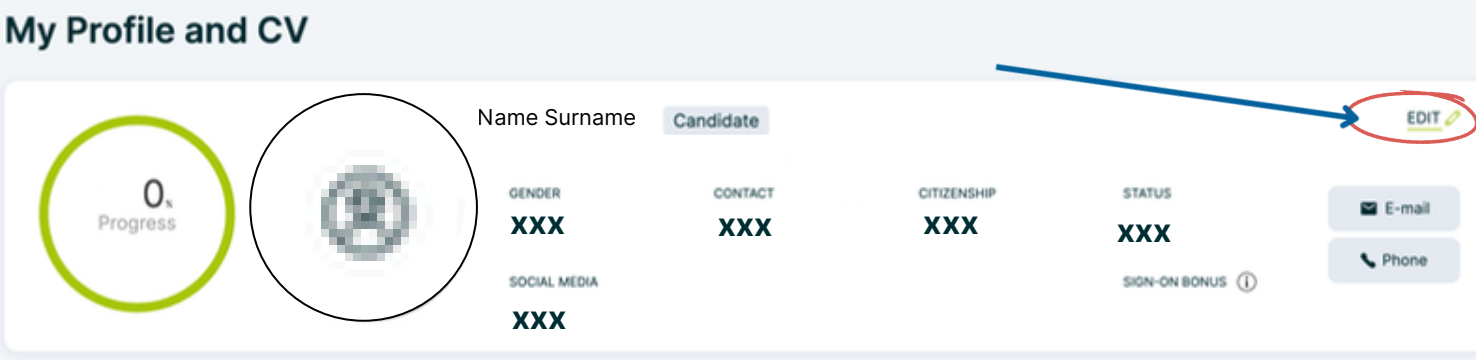


4.

You are registered on the platform. Go to 'My CV/Profile,' scroll down, and fill in your information.

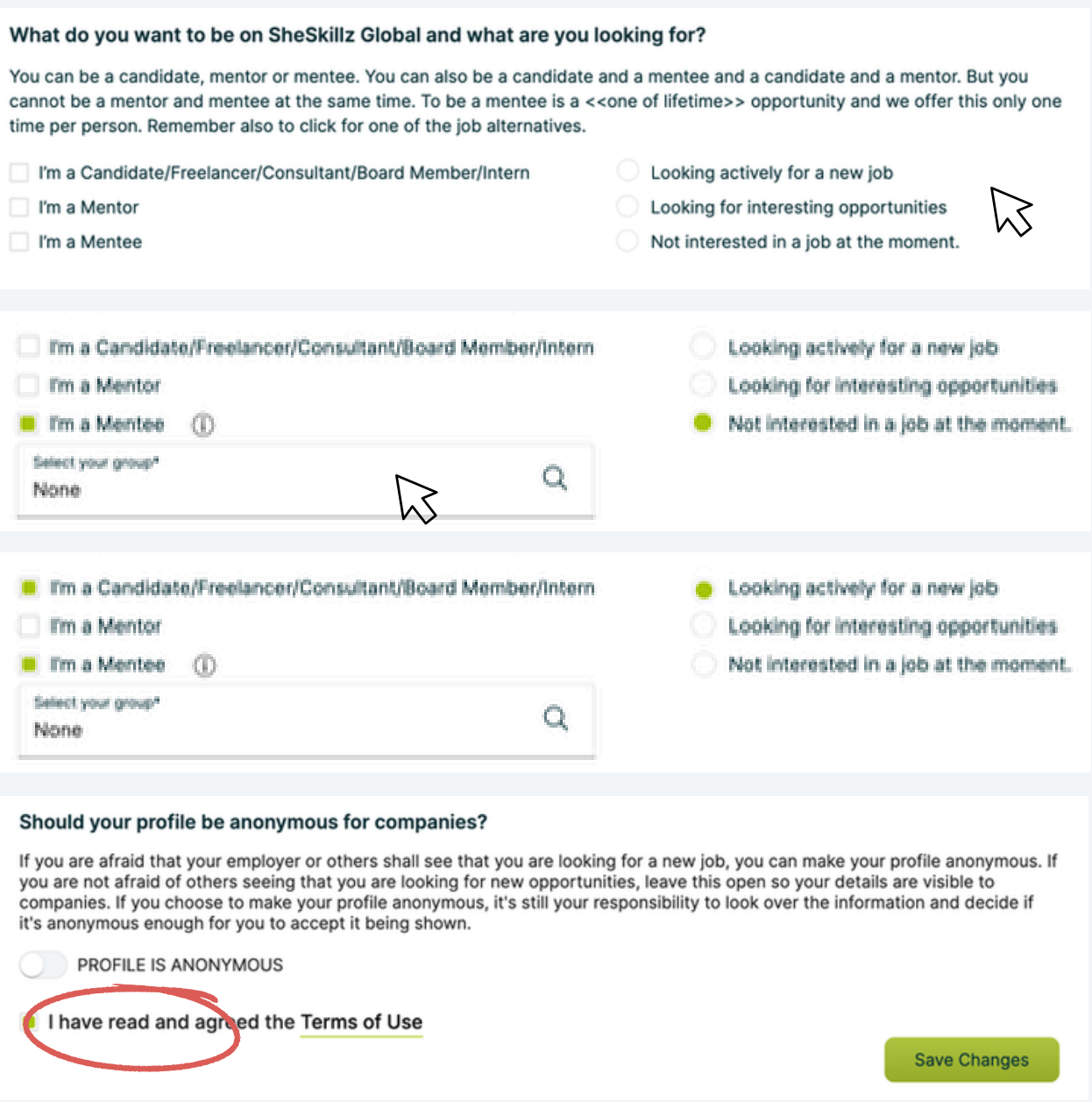
5.

Click on 'Edit' in the 'My Profile and CV' section.



6.

Click on 'I'm a Mentee.' **Select your group**, if applicable. If not, select 'None.' You can also be a candidate and mentee simultaneously, just mark 'I'm a Candidate' as well. Choose one of the job alternatives, mark the 'Terms of Use,' and save changes. Fill out additional information on your profile. Note: If you are not interested in a job at the moment, click 'Not interested in a job'; otherwise, you will be visible to companies.



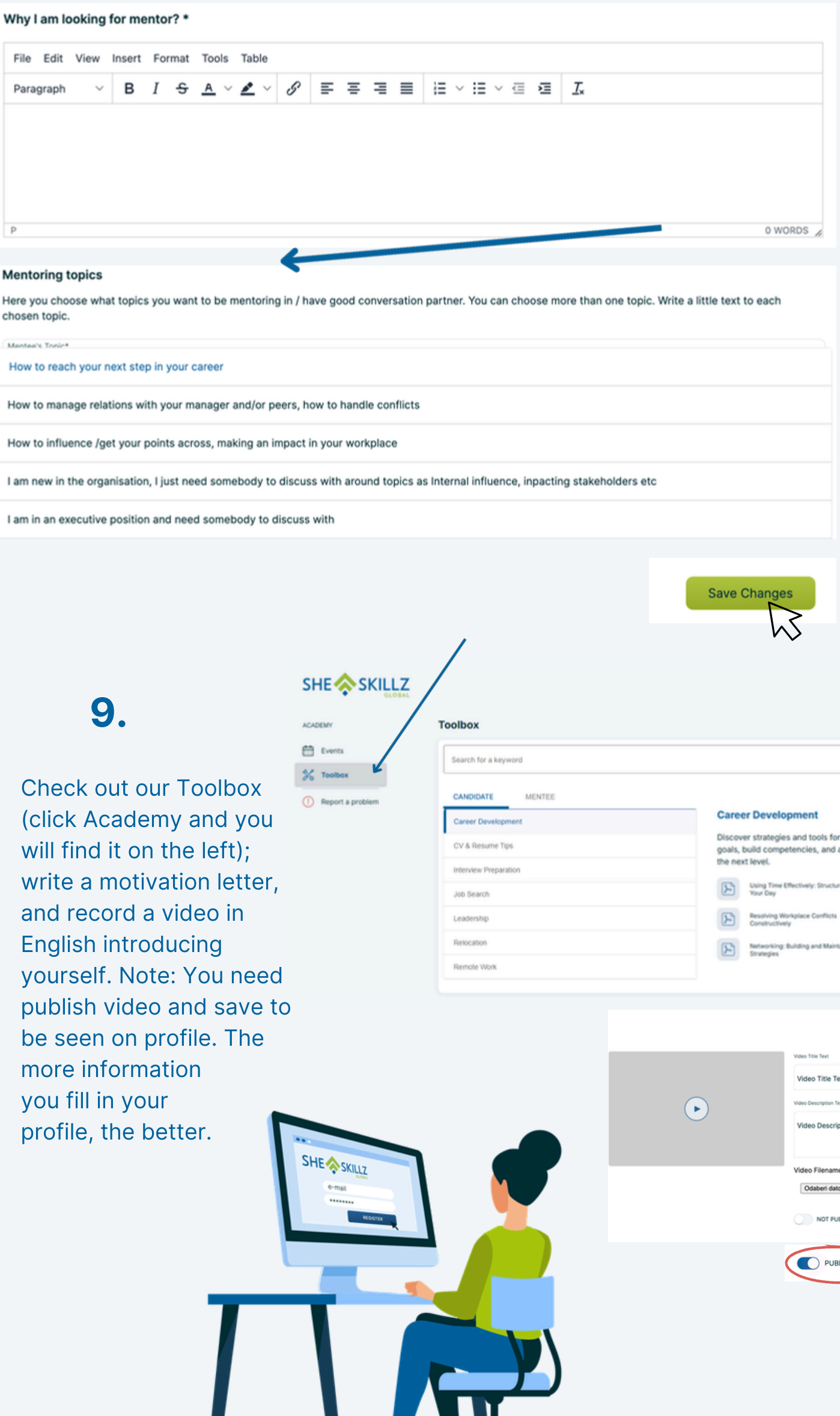
7.

In the Mentee Interests section, click on 'Edit'.



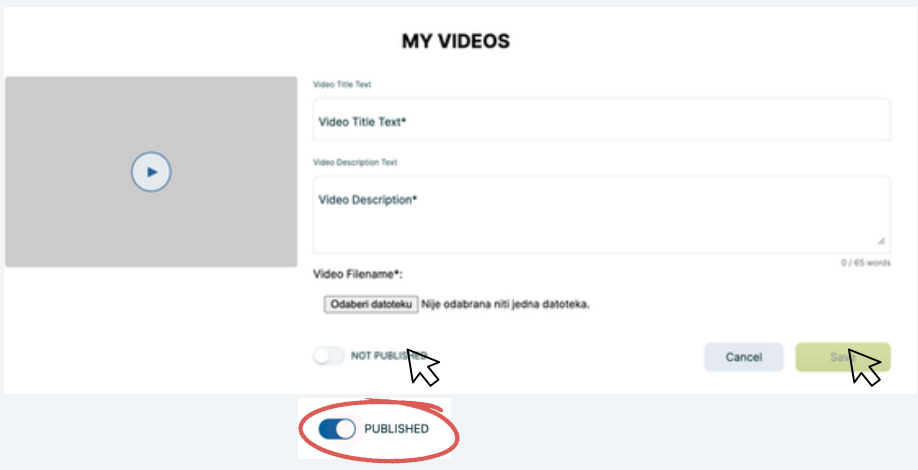
8.

Write why you need a mentor and choose a mentoring topic. **This is important**; otherwise, mentors cannot see your profile. Save changes when you finish this section.
You can choose more topics (up to 3).



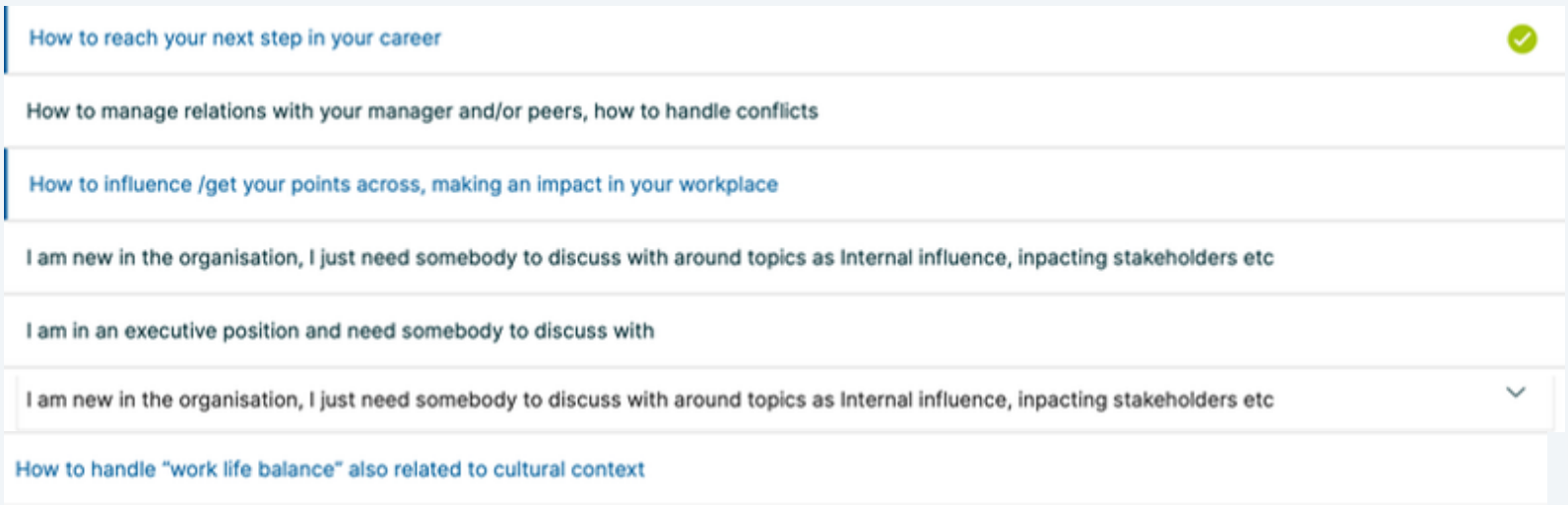
9.

Check out our Toolbox (click Academy and you will find it on the left); write a motivation letter, and record a video in English introducing yourself. Note: You need publish video and save to be seen on profile. The more information you fill in your profile, the better.



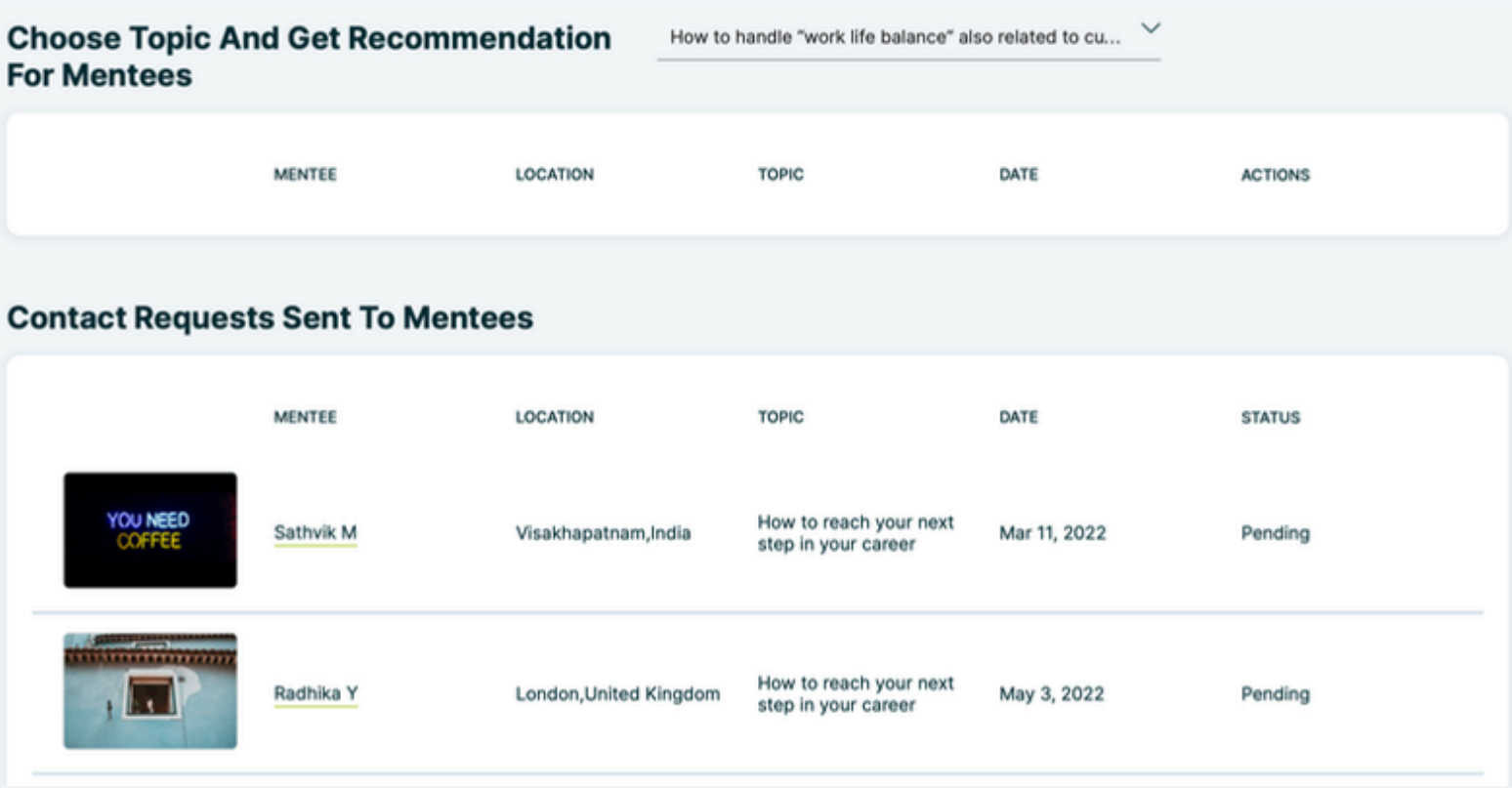
THE PROCESS

Matching process - mentors and mentees



- The mentee is matched with a mentor in the SheSkillz Global Mentor program based on the topics you choose. In some cases we will match you with a specific mentor.

Decision process - Contact Requests from Mentor



- The mentor will send a request, and the mentee needs to approve or decline it.
- When you except the mentor, you are the one to contact the mentor to set up the first session.

TASKS

- Before you meet your mentor, it would be good to think about the following:

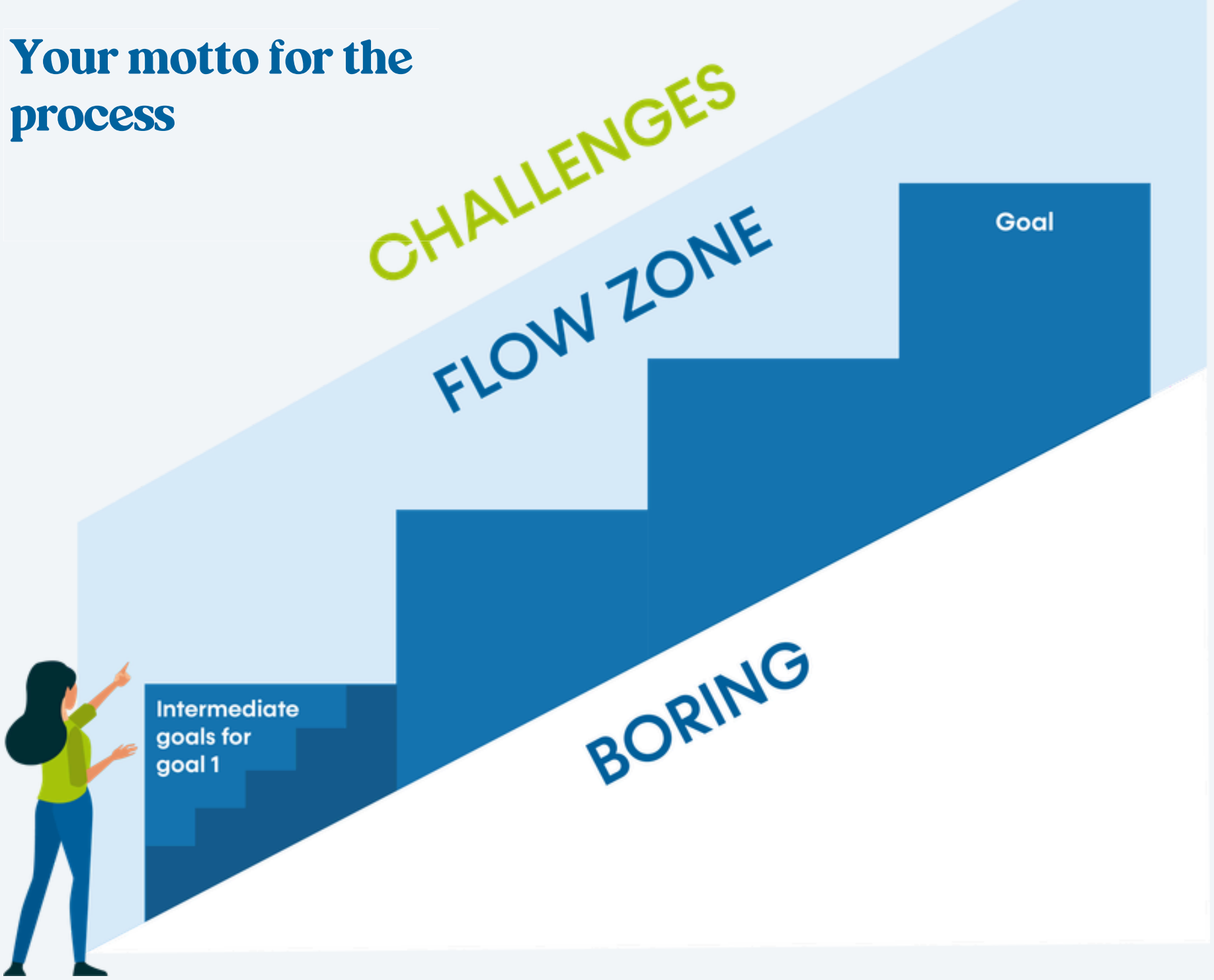


The career/development stairs/your process:

When setting up development stairs:

- Put your main goal at the top of the final step.
- Then, based on the requirements for this goal, list the skills/competences you do not have or need to develop at the top of each stair. If you are unsure about the requirements, start by finding them out.
- You can add more steps if needed, and it is important to challenge yourself if you want to grow and develop.
- You can add a stair in one or several of the steps to specify intermediate goals, which can further be divided into new sub-intermediate goals.
- If you want, you can also create two stairs: one for personal developement and one for reaching the goal if the goals are not the same.

Your motto for the process



About sessions

- In the SheSkillz Global Mentor program, there are four sessions. Session agreements need to be provided to the mentee before the program begins, and the mentee should include what has been agreed upon with the mentor.

1

The first session will be dedicated to getting to know each other, understanding the mentee's current career status, and selecting the focus area. The mentor and mentee will discuss the mentee's goal or "development stair." At the end of each session, the mentee should choose 1-2 things to work on before the next session. The mentor may ask the mentee to document weekly challenges and progress on paper. This practice will provide a solid foundation for the next session's discussion, allowing to reflect on experiences, emotions, and overall progress.

2

The main focus of this session is to follow up on what the mentor and mentee agreed upon during their last session. The mentor will assess the progress made in relation to the steps in the "development stair." They will evaluate what the mentee has worked on since their last meeting and discuss the outcomes. The mentor will address any challenges the mentee may have encountered and explore potential solutions. If the mentee has achieved something great, the mentor will discuss how she can use this accomplishment in the future.

3

In these sessions, the mentor can also choose to delve deeper into the mentee's personality and understand how it can either support or hinder her career progress. It's important for the mentee to know herself and how she interacts with others because being a good leader and achieving career success requires self-awareness. Additionally, the mentor can address the challenges of leading individuals who have different personal preferences or are not similar to the mentee..

4

This evaluation session is an opportunity for the mentor and mentee to discuss what has happened from the beginning of the mentoring journey until now. They can review the progress made and identify areas that still require attention and improvement. The mentor can provide valuable advice to the mentee for her future development as a manager and leader.

ADVICES

- You are the one with the power to reach your goal!
- The mentor's job is to support you, but you are the one who has to do the daily work.
- But in order for the mentor to support you, he/she needs to know what you want to achieve/improve in and what your strengths and weaknesses are.
- You must also be willing to invest in yourself, as the mentor is investing time in you!



Smart to think about

- Is your goal clear and concrete enough?
- Is your goal realistic?
- What is the time limit for achieving your goal?
- What are the 5-6 most important challenges you will face in reaching your goal?
- If your goal is related to your career, do you need to invest in further education, courses, or acquiring new skills over a shorter or longer period?
- Are you willing to prioritize and put in the necessary work to achieve your goal?
- Have you assessed your skills and competencies, identifying any areas that require development to reach your goal or meet your expected level of growth?
- Do you have someone internally in your organization who can provide assistance between the sessions?
- Are you aware of individuals who may potentially work against you in achieving your goals?
- For some goals and to gain a comprehensive overview of their implications, it can be helpful to establish a development stair. (Note: You do not need to use this specific tool/method if mentor and the mentee prefer other models. The most important aspect is that it is concrete and easily understandable for both the mentee and others she may involve.)

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Good luck!

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www.sheskillzglobal.com