

WOMEN COMMUNICATORS OF AUSTIN

# Demystifying Mentorship...



## ...for mentors

*"Mentoring is a brain to pick, an ear to listen,  
and a push in the right direction."*

- JOHN CROSBY

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## Who can mentor?

Everyone can mentor. No matter your years of experience, your role in communications or your familiarity with other fields, you can mentor. Consider the steps you took to get where you are...the challenges you overcame, the lessons you learned, the mistakes you made. Recall the resources you discovered and used and the advice you collected along the way. Your willingness to be candid about your own experiences can help shape someone else's career path. And, as you share your knowledge, you'll expand your own awareness of yourself as a leader.

## How does it work?

Women Communicators of Austin (WCA) offers four different types of mentoring/career assistance options:

1. Resume review and input.
2. Speed mentoring sessions
3. One-off meeting with mentee to provide guidance.
4. Longer-term mentoring — for students it might be what courses to take in their studies or professionals looking for work or discussing a change in direction.

## How do I become a mentor?

Sign up to be a mentor on WC Austin's website [www.wcaustin.org](http://www.wcaustin.org). You must be a Professional or Student Member of WC Austin to participate.

## When/where should I mentor?

The choice is yours. Face-to-face over coffee, lunch or happy hour, on Skype, or via e-mail or phone conversations.

## What is the process?

### 1. Initial Connection

It is your responsibility to make the initial contact with your mentee. All it takes is a short phone call or e-mail to introduce yourself and schedule a first session.

Items to cover in this first contact:

- Make introductions.
- Give a little background information about yourself.
- Discuss what the mentee is looking to gain from the mentorship.
- Decide what method of communication is best for both of you.
- If the fit is right, end the conversation by scheduling your first session.
- Before the first session, brainstorm ideas and resources for your mentee.

### 2. Mentor Sessions

- Get to know each other (and it shouldn't be all about work!).
- Discuss specific issues or questions your mentee has.
- Brainstorm ways that you can help your mentee reach her career goals.
- Assign action items for your mentee to accomplish before your next meeting.
- Offer availability by phone and email in between sessions.
- If your mentorship is going to continue beyond one meeting, establish frequency of sessions.

### 3. Next Steps – Building the Bridge or Closing the Loop

- After the first meeting, it is the responsibility of the mentee to stay in touch with her mentor.
- If you don't hear from your mentee after one month, send her an email to find out if she would like to continue the mentorship.
- A reply means you can keep the connection going. Offer another date and keep brainstorming ways to help your mentee.
- If you do not receive a response, you can close out your mentorship by emailing [wcamentors@wcaustin.org](mailto:wcamentors@wcaustin.org).
- And, please communicate that you are ready to take on a new mentor!