



WOMEN IN RAIL

PRE LAUNCH GUIDE





WELCOME TO WOMEN IN RAIL

Thank you for representing and supporting your organisation for the Welcome to Women in Rail.

I'm delighted to welcome you to the 2019 scheme.

The programme aims to encourage gender balance, diversity and inclusion across the UK, in rail as well as transport and make a step change to the number of women attaining senior leadership and board roles in their respective organisations.

The programme runs from January to October 2019. Meetings should take place every four-six weeks for an hour or two (with the option, by mutual agreement of the mentor and mentee, to extend for a further six months on an informal basis). Meetings can be either face-to-face or virtual. We recommend, where possible, that the first few meetings are held in person in order to build rapport. We will be asking you to share your experiences and feedback on a formal basis, as well as on an informal basis through your organisational Programme Partners, to ensure the programme is developed and positioned for optimal effectiveness.

Mentors participating in the programme are seasoned professionals with substantial business experience holding leadership roles within their organisation. They offer mentoring partnerships to women with high potential, and where evidence suggests there is high risk of these women being denied or not benefiting from the same rate of promotion as similarly-qualified men.

I hope that you find this mentoring experience an invaluable one and that you feel you can readily share your thoughts on what works well and what could be done to improve the scheme for future mentors and mentees.

Best wishes,

Liz Dimmock

Founder and CEO, Moving Ahead



Objectives of the mentoring scheme:



Stimulate and increase diversity of thought and experience for mentors and mentees.



Create a step-change in the number of women attaining senior leadership and board roles in their organisations.



Enable one-to-one learning and development through structured mentoring.

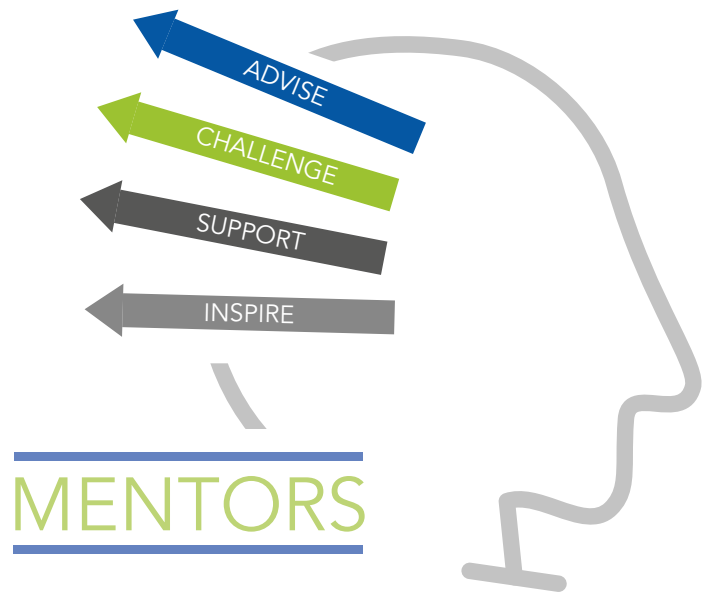


Provide a confidential and safe place for mentees to talk openly about their career paths.



The role of a mentor

Mentors provide guidance, share their own experiences and help navigate the unwritten rules of business. Mentors should commit to meet their mentees for at least one hour every four to six weeks.



Support

- ▶ Share your experiences with your mentee, helping to guide and accelerate career development.
- ▶ Build trust with your mentee to allow them to ask questions and explore new ideas in a safe environment.
- ▶ Give advice and guidance, share ideas and provide feedback.



Challenge

- ▶ Play devil's advocate and encourage critical thinking.
- ▶ Challenge your mentee to consider personal strengths and weaknesses.
- ▶ Challenge the thinking and behaviour of your mentee.



Advise

- ▶ Share opinions that help the mentee's better understand an organisation's strategic culture and priorities.
- ▶ Clarify your mentee's development opportunities and establish realistic goals.
- ▶ Provide your mentee with access to your networks and connections where appropriate.

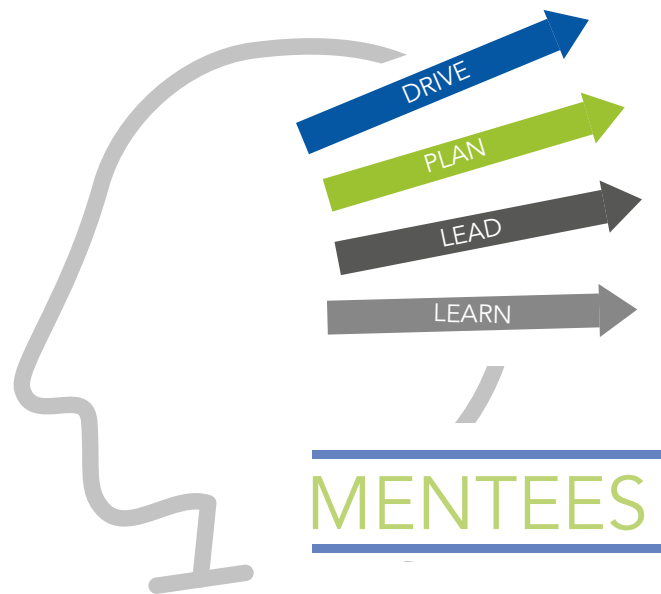


Inspire

- ▶ By sharing your journey of success, you become a role-model and an inspiration for your mentee.
- ▶ You will 'watch' your mentee's progress, setting goals and expectations which in turn leads your mentee to further drive their career and reconsider their professional aspirations.

The role of a mentee

As a mentee, you will play many different roles during the course of your mentoring relationship. The following are some important roles for you to keep in mind:



Drive

- ▶ Be proactive during your mentoring journey.
- ▶ Contract with your mentor – agree on the method of communication, duration and frequency of your meetings.
- ▶ Provide your mentor with an agenda prior to each meeting.



Lead

- ▶ Respect and consider your relationship with your line manager.
- ▶ Look for opportunities to give back to your mentor as appropriate.
- ▶ Share your relevant experiences and opinions with your mentor as appropriate.



Plan

- ▶ Work with your mentor to set goals, developmental priorities and time frames.
- ▶ Be specific with your desired outcomes of the relationship and what you need from your mentor.
- ▶ Prioritise the goals that are most important and be flexible.



Learn

- ▶ Make the most of this opportunity to learn from your mentor.
- ▶ Be receptive to feedback.
- ▶ Acknowledge ultimate responsibility for your own growth and development.
- ▶ Keep an open mind.
- ▶ Nurture a development attitude.

Here are some tips to help your first meeting.

Make sure you spend enough time getting to know each other, and establishing the ground-rules for your relationship.

It is important to share aspirations and the story of how you got to where you are today, and to ask questions to learn more about one another. The goal is to establish initial trust and rapport, and the first meeting should ideally be face to face.

Eventually you can lead into some of the logistics and ways of working opposite.

1

Setting objectives

The primary purpose of the first meeting is to get to know each other and to discuss what both of you hope to achieve from this programme.

2

Logistics

How often will you meet, for how long and where?

3

Environment for meetings

Will you meet in person, by phone, WebEx, Skype or other ways?

4

Expectations

What are your expectations of each other and what does success look like?

5

Boundaries

What are the boundaries to the relationship?

6

Confidentiality

What exactly does this mean to you both? Please note: it is assumed that whatever is said during 1:1's remains between mentor and mentee, unless otherwise agreed between them.

7

Reviewing progress

How will you do this?

8

Challenge and support

What balance do you need?

9

Solving problems

What will you do if it is not working as expected?

10

Feedback

What feedback on the programme experience and process will you agree to share with the programme team?

Mentees sometimes have very clear objectives and topics to discuss. If not, these ideas might help you to have meaningful mentoring conversations.

Start to think about what you would like to either learn or share with your mentoring partner, use the ideas below to develop some ideas for objectives.



Culture of your organisation

- Stakeholder management and key relationships
- Gaining knowledge
- Inclusion



Career path

- Career development
- Influencing
- Transition into a new role



Business skills

- Communication
- Creative thinking
- Delegation
- Giving & receiving feedback
- Goal setting
- Influencing
- Managing change
- Negotiation
- Networking
- Presence
- Storytelling
- Strategy



What experience from your past is most useful for your role?



Personal

- Confidence
- Motivation
- Returning to work
- Self-esteem
- Specific challenges



Health & wellbeing

- Authenticity
- Parenthood
- Stress
- Work-life balance
- Work related anxiety



Example prompts for discussion

- How do you give feedback to others?
- What are you passionate about, both in a working context and generally?
- What does a successful career look like for you?
- What do you see as the next logical step in your career?
- What has had the biggest impact on you so far?
- What is your biggest success in your career to date? Why was this successful?
- What have been some of your biggest failures, and how have you overcome them?
- What prompted you to take your current job?
- What skills would you like to develop?
- Where and how could you improve the effectiveness of your team?
- When you need to motivate others, what is your strategy?