# Inspire to Lead: Mentorship for women

# Background:

**“Initiating mentorship program for women employees for work life balance as well as leadership development” is one of the MoU parameters for HR for 2019-20. The MOU Target is for total 15 Programme (Excellent level) during the year 2019-20 with the** Internal Target of SAIL being >20 Programme. The time-line for the program is as under-

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Action/Activity** | **Time Line** | **Responsibility** |
| 1 | Designing the Master module | June 30, 2019 | MTI |
| 2 | Launching the First module at MTI | 15 July, 2019 | MTI |
| 3 | Launching the second module at MTI | 15 Aug, 2019 | MTI |
| 3 | Conducting 3 Programmes each at Plants and 1 each at CMO, RMD, CO and RBU | 31 Oct, 2019 | Plant/ Unit HRD |

## *Aim*

The aim of the workshop is to enable the participants to learn mentoring to nurture a more positive and inclusive workplace culture.

## *Objective*

After attending the Workshop the participants will be able to:

## 

* Appreciate the Mentor and Mentee Collaboration
* Initiate the Mentoring relationship
* Identify

**Scope:**

**Mentor:**

E6-E7 (5 men and 5 women)

**Mentee:**

E1-E2 (5 men and 5 women)

**Duration:**

1 day

# Workshop – “Inspire to Lead: Mentorship for Women”

**Workshop Structure**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 9:00– 10:45 | 11:00- 12:00 | 12:00-01:00 | 1:00-2:00 | 2:00-03:30 | 03:45 -5:00 |
| Day 1 | Workshop Briefing  Getting to Know each other | Unleashing the potential: Mentorship in a Gender Diverse Workplace | **The What of Mentorship** | **Lunch** | **The How of Mentorship:** | **The How of Mentorship:**  **Forging a path of Mutual Learning and Development** |
| Day 2 | **Mentor’s Note: The Road ahead 9:00 – 12:00** | | **Valediction** |  |  | |

# Session Brief

## Session 1: Session Brief

**Session 1:** Unleashing the potential: Mentorship in a Gender Diverse Workplace

**(11:00-12:00) (60 min)**

The Session is primarily designed for Context setting for the workshop. The Session will have a panel of Women and Men Corporate / organizational Leaders.

The panel members will share their views on the challenges as well as benefits of gender diverse workplace and the need for Mentorship for Women. The session panel will also share their opinion on the role of men as mentors.

Designed as a Open House Session, the panelists may include other aspects related to Women at Workplace and need for Mentoring for Women.

A Broad Session Structure is shared below-

**Session Structure:**

* + - *Speaker’s Note – 10 min x 2 Speakers =30 min*

*Few Pointers-*

* + - * ***\*****Appreciating the Gender differences: Issues in hand*
      * *Work-life balance – What the Mentor needs to be sensitive about*
      * *Diversity Mentoring*
      * *Men Mentoring Women – Benefits and Challenges faced*
      * *Organizational support*
    - *Q&A and open house- 30 min*

**Session 2: The What of Mentorship (12:00 – 1:00) (60 min)**

* + - Definition/ Benefits/ Introduction to SAIL Mentoring Scheme
      * *Historical reference*
      * SAIL mentoring scheme
      * *mentor/mentoring*
      * *Manager and Mentor*
      * *Coaching, Mentoring and Counselling*
      * Roles and Responsibilities of Mentor and Mentee

**Session 3: The How of Mentorship: Forging a path Mutual Learn 1:30- 3:30 (120min)**

* + - * Mentor and Mentee Motivation
      * *Mentoring Motivation inventory- 10 min.*
      * *Helpers high video- 5 min*
    - Development Attitude of the Mentor and Mentee
      * *Mindset quiz- 5 min*
      * *Video on mindset- 15 min*
    - Helpful characteristics of mentors and Mentee
      * *Self-assessment- 20 min.*
    - Mentoring style –
      * *Natural Mentoring style-10 min*
      * *Caselet discussion and breakout session – 30 min*
    - Active listening
      * *Multichannel communications*
      * *Exercise active listening- 20 min*
    - Questioning Skills
      * *Exercises- 20 min*
    - Effective dialog- fruitful mentoring conversations
      * *Exercise- Advocacy and inquiry skills- 30 min.*
    - Identifying Learning Opportunities – LSI
      * LSI inventory- 45 min
    - Understanding the mentee
      * *Discussion on mentee biodata*
    - Appreciative Inquiry
      * *Exercise in AI- Golden moments*
    - Planning and implementing Mentoring Goals
      * Managing Mentoring Meetings and developing rapport
      * Identifying Developmental Needs
      * Reviewing progress

**Session 4: Mentor’s Note: The Road ahead 9:30 – 12:00 (150 min)**

Brief Outline:

* Mentor’s Commitment - Preparing self as Mentor
  + Class Presentation
  + Feedback and inputs by the Session Faculty
* Challenges and Barriers to effective Mentoring