

**ZONTA DISTRICT 11
AREA MEETINGS 2012**

PRESENTATION ON

MENTORING

WHAT IS MENTORING

Definitions:

“Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom or experience (the mentor) and a person who is perceived to have less (the protégé)” [or mentee].

“Mentoring is a collaborative, mutually beneficial partnership between a Mentor (who possess greater skills, knowledge and experience) and a Protégé (who is looking to increase his or her skills, knowledge and experience.)

“Mentoring is a brain to pick, an ear to listen and a push in the right direction.” *John Crosby*

Mentoring is an effective way to welcome and assimilate new members into the club and promote their involvement in the club. It is also a good means of coaching existing members who are looking to take on leadership roles. Mentoring means being a coach and a friend, offering support, encouragement and guidance in a positive way.

WHY HAVE A MENTORING PROGRAMME

To learn about Zonta - Being part of an organization with 93 years of history, and with an international presence, both in membership, and in service projects, Zontians certainly need to be made aware of the serious, mission-related side of Zonta, its goals and the effort required to achieve those goals.

Better member interaction - the sooner a new member becomes familiar, involved, and accepted by seasoned members, the better chance that member will continue as a productive Zontian. To assume that information will be transmitted by osmosis is to risk a perception of neglect on the part of the new member. That perception may also arise from failure of seasoned members to involve and interact with the new member; an issue which can be avoided if a mentorship program is implemented.

Membership Retention – By building positive relationships with fellow club members, Zontians are less likely to leave the club. Happy Zontians are willing to recruit new members so the club not only retains its existing members but also builds membership.

Encourages participation - Zontians are more willing to participate in club activities if they get to work with “friends”. Mentoring provides the opportunity to build new or strengthen existing relationships.

New member orientation – Mentoring can help new members feel welcome and at home in the club. It helps the newer Zontian make the transition from being “newly installed” to being a vital part of the club. Having a mentor makes the Zontian feel connected.

Builds friendships – Having a mentor who is supportive, understanding and caring can lead to a beautiful friendship that can last a lifetime. Mentoring provides the opportunity to get to know another person and that person getting to know you.

Opportunity to give back – The mentor gets the personal satisfaction of leaving a mark on a new Zontian or the next generation of Zontians. You get to make a positive impact in someone else's life.

Both parties benefit – It's reciprocal. The mentor and protégée bring to the table, their talents, personalities and life experiences that are unique to them. They have different things to share and can each bring a new and fresh perspective. It ends up being rewarding for both. A young mentee can give insights from a younger generation's perspective.

Develops leaders in the club – A mentor can be a key person to expose other Zontians to leadership opportunities. The mentor can provide details about leadership positions that are available and what those duties entail. Mentors who have held leadership positions before, can share their experiences with the protégées.

THE RIGHT MATCH

To be successful, a mentoring relationship must be a good match. The mentor should have something to offer the mentee. The best relationships are those that have compatible personalities or common interests. This is important because most people do not want to devote time, energy and emotion into helping or developing someone who they don't like or don't get along with. Both the mentor and the mentee need to feel comfortable in the relationship. It should be a win-win combination.

WHO CAN BE A MENTOR?

The membership committee should identify members who, with their permission, are both willing and able to spend the time with a new member to orient, guide, involve, and support the new Zontian. It is important to respect the time availability of the mentee, and extent of the mentee's involvement with career, family, etc. It is essential to ensure that mentors who sign up have the interest and commitment to the program.

Clubs should seek out individuals, to be mentors, who have great personality, nurturing character and are respectful and positive in how they communicate with others.

QUALITIES OF A GOOD MENTOR

Activity: Get audience to participate in coming up with qualities such as:

- Empathic
- A good listener
- Willing to assist
- Good inter-personal skills
- Good communications skills
- Patient

- Caring
- Resource person

Activity: Get audience to also highlight the qualities you do not want in a mentor.

- Uncaring;
- Overbearing;
- Too intrusive, nosy
- Talks down to you
- Monopolizes your time
- Unavailable

THE ROLE OF THE MENTOR

What are the responsibilities of a mentor? There are lots of things a mentor can do to get a new Zontian acclimatised to the club. Mentors can:

- Monitor new members' involvement in club activities and see that they are comfortable at club events.
- Follow up with the protégée when he/she misses a meeting or the attendance level drops.
- Engage the protégée at club meetings.
- Offer to pick the new member up for a meeting or club event.
- Introduce the new member to the other members in the club.
- Provide the mentee with information on the club (history, projects etc.)
- Tell the mentee about Area, District and Zonta International (hierarchy, international projects etc.)
- Inform the new member about club committees and help with selecting a committee that's a good fit for the mentee.
- Advise the new Zontian about board positions and encourage the mentee to take on leadership positions in the club, area and district.
- Be available to answer questions and provide guidance and support.

MAKE IT FUN

Find ways to build a strong and effective mentoring program. The relationship should be a fun and positive one for both of the participants. There are many things that can be done to achieve this.

Activity: Have the audience participate by giving suggestions on things that the mentor can do to foster a strong relationship e.g.

- Organise lunch (breakfast or dinner) dates;
- Meet to look at the ZI website together;
- Spearhead a project together.

KEYS TO A GOOD MENTORING PROGRAM

- (1) Recruit the best mentors
 - Choose Zontians with great personality;
 - Choose Zontians who have the time and interest;
 - Accept only Zontians who believe in and are willing to commit to the program.
- (2) Get strong commitment from the participants, particularly the mentor.
 - Know how much time each is able to devote so there is no overburdening of anyone's time.
- (3) Have the right match of mentor and mentee.
- (4) Outline what the club wants to achieve through mentoring and make sure the mentor is aware of these goals.
- (5) Acknowledge the success of the program and the work of the mentors.
 - Everyone likes to be acknowledged and praised.
- (6) Make the program important to the club.
 - The president and board members, especially, should strongly support it.
 - Get club members to buy in;
 - If it is not seen as important, the program will fizzle.
- (7) Help the mentor by providing ideas on what he/she can do to be effective.
 - Have the mentors share success stories.
 - Highlight what actions/activities have been effective.
- (8) Monitor the program
 - Make changes quickly if the relationship is not working.
 - Make sure activities are geared towards achieving the program's goal(s).
- (9) Have an exit strategy.
 - Be able to measure when the goal has been reached and the mentorship can be discontinued.
 - Ensure that the mentor/mentee relationship ends on a positive note with the bond of friendship intact.
- (10) Promote the benefits of the program.
 - This makes it easier to attract mentors;
 - A strong mentoring program also contributes to a positive club environment, high membership retention and ease in attracting new recruits.

MENTORING WORKSHEET

This is a guide to assist clubs in reaching the goal of full involvement of new Zontians.

1. Overview of Zonta

- Zonta's mission and objectives.
- Zonta International's structure/hierarchy.
- Zonta International goals and service projects.

Clubs may want to develop power-point presentations on these items.

These should be based on previous involvement level, i.e. first time member versus prior Zonta member transferring or returning, or Friend of Zonta.

2. Schedule with mentee:

- the number of future mentoring meetings
- the goals of same.
- time and place of these meetings, mutually agreed upon.

The goal is a relaxed, getting acquainted time for mentor and mentee.

3. Talk with mentee about:

- club's projects and goals.
- club's bylaws and rules.
- attending Area Meeting, District Conference and International Convention.
- ZI website.
- ZI brochure.
- ZI new member presentation (power-point).
- committees within the club structure and provide guidance with selection of a committee to become involved in.
- leadership positions in the club.
- chairing or co-chairing a club project.

4. At club meetings:

- facilitate introductions to other Zonta members.
- compliment mentee as progress is made.
- ensure that mentee is comfortable.
- ensure that mentee is included in activities and discussions.
- chauffeur mentee to the meetings from time-to-time.

Include them with care not to overwhelm, especially members experiencing Zonta for the first time.

Even if members may have met before, this process is key to their perception of inclusion, especially with long-standing or larger clubs.

5. Ensure that mentee

- participates in a club service project.
- participates in a club fundraising project.
- chairs or co-chairs a project.
- attends a Z-or Golden club meeting.
- attends an inter-city meeting.

6. Keep in touch

- Follow-up with mentee if he/she is absent from a meeting.
- Invite mentee to a social outing or to breakfast, lunch or dinner.
- Telephone mentee periodically to see if he/she has any questions or concerns.
- Find ways to keep in touch with mentee.

7. Select Mentors who are:

- sensitive, relaxed, caring members with good communication skills.
- knowledgeable of Zonta, and aspects of the local club, and ZI.
- available to meet with mentee(s).
- encouraging, but not pushy.
- supportive and confidential.
- fun and easy-going



MEMBERSHIP MATTERS...

FOR ZONTA CLUBS

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MENTORING A ZONTIAN

Does your Zonta Club mentor new members? If not, this is an activity to be seriously considered. Mentoring is another way to welcome new Zontians into Zonta International and to help them become a happy and active member. Besides this, it is an enjoyable process, as mentoring means getting to know another person and letting them get to know you.

What is mentoring? Mentoring has been defined as being a coach or a guide for someone else. Did another Zontian help you learn about your Zonta club and its activities when you first joined? That is what a mentor does. The purpose of a mentor is to introduce a new member to your Zonta club on a personal level. It is assumed that each Zonta club will provide some type of orientation to Zonta International and the club. Beyond that, a new Zontian will often have many questions about Zonta and her role in the club and will be eager to get to know its members.

Having a Zonta mentor means being part of a relationship with one other Zontian; this forms another tie to the club. A Zonta mentor will help a newer Zontian make the transition from being "newly installed" to being a vital part of your group. Being mentored makes a Zontian feel connected!

How does mentoring happen? Usually a new member is assigned to an experienced Zontian who has volunteered to mentor. Preferably it is someone the new member does not know; this expands the number of friends she may have in the club. Since mentoring is an activity conducted between two people, mentoring involves learning about each other, as well as about Zonta.

Mentoring activities generally occur outside of the club's regular meetings, but can be done in a variety of ways. For example the mentor and new Zontian may meet for lunch or dinner to talk. The mentor can call the new Zontian to arrange other events or to share transportation to club meetings. The two Zontians can discover shared interests and attend events they both like. Email may be used for reminders or casual communication, depending on preferences, but the essence of mentoring is face to face communication. When that is not possible, a telephone conversation is also acceptable. A club should establish a time frame for the mentoring relationship, twelve months for example. A list of expected mentoring activities will be very helpful. Each Zontian should know what is expected.

Mentoring is a two-way street. Both Zontians gain from a mentoring experience, as both bring their own personalities, perspectives, and life experiences to the relationship. Each has different things to share with the other and unique, interesting stories to tell. Most likely both Zontians will increase their knowledge about Zonta and their Zonta club. It is said that there is no teacher like the act of teaching. So both members will gain from this rewarding experience. Of course, Zonta will gain too!

The Zonta International Organization, Membership, and Classification (OMC) Committee

For membership issues, contact your District OMC Chair. She works with the ZI OMC Liaisons who are:

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