

leaders *for tomorrow*

PROGRAMME GUIDELINES



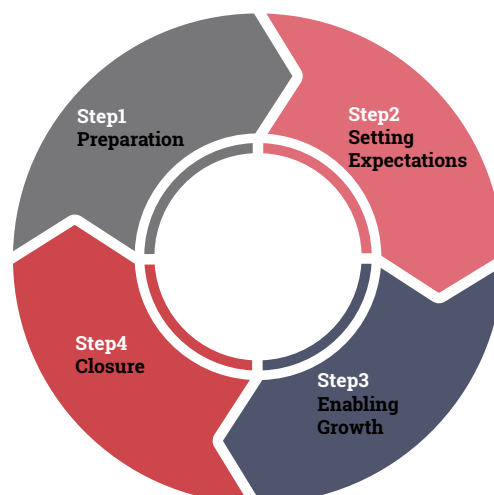


Introduction to Leaders for Tomorrow

'Leaders for Tomorrow' is a CSR initiative developed and managed by PeopleFirst HR Consultancy. Through this programme, we aim to provide young individuals (graduates & post graduates), who are embarking on their careers, with an opportunity to connect and interact with experienced professionals from different industry sectors who can guide, advise and support them in their professional development. The programme provides a structured framework to initiate and facilitate mentoring relationships that will support many young individuals in their professional development whilst allowing working professionals the opportunity to give back to their communities and shape the future generation of leaders.

What is mentoring?

Mentoring is a powerful development tool that can effectively help people to progress in their careers. It is a voluntary partnership between two people; the Mentor and the Mentee. The Mentor uses their experience and expertise to guide the Mentee through a mutually agreed learning process. The process typically follows the four(4) steps as illustrated below:





Benefits of Mentoring

Mentoring promotes self-reliance, self-confidence, self-awareness and the transfer of knowledge between two individuals, making it an incredibly effective method of development. There are multiple benefits of mentoring for both the Mentor and the Mentee. These include but are not limited to:

Mentor

- Opportunity to help shape future business leaders
- Opportunity to take time to reflect on own practices for self-development
- Satisfaction of giving back

Mentee

- Insight to the practical world of work
- Increased self-awareness, self-discipline, self-confidence and self-esteem
- Opportunity to engage in professional conversations
- Opportunity to receive feedback and gain insights
- Opportunity to challenge and be challenged
- Opportunity for accelerated development in areas not addressed through training and education
- Safe space to try out innovative ideas
- Opportunity to develop useful skills for building and maintaining effective professional networks and relationships

Roles and Responsibilities

To ensure that the 'Leaders for Tomorrow' programme runs smoothly and is effective, we have outlined the key roles and responsibilities of everyone involved:

PeopleFirst

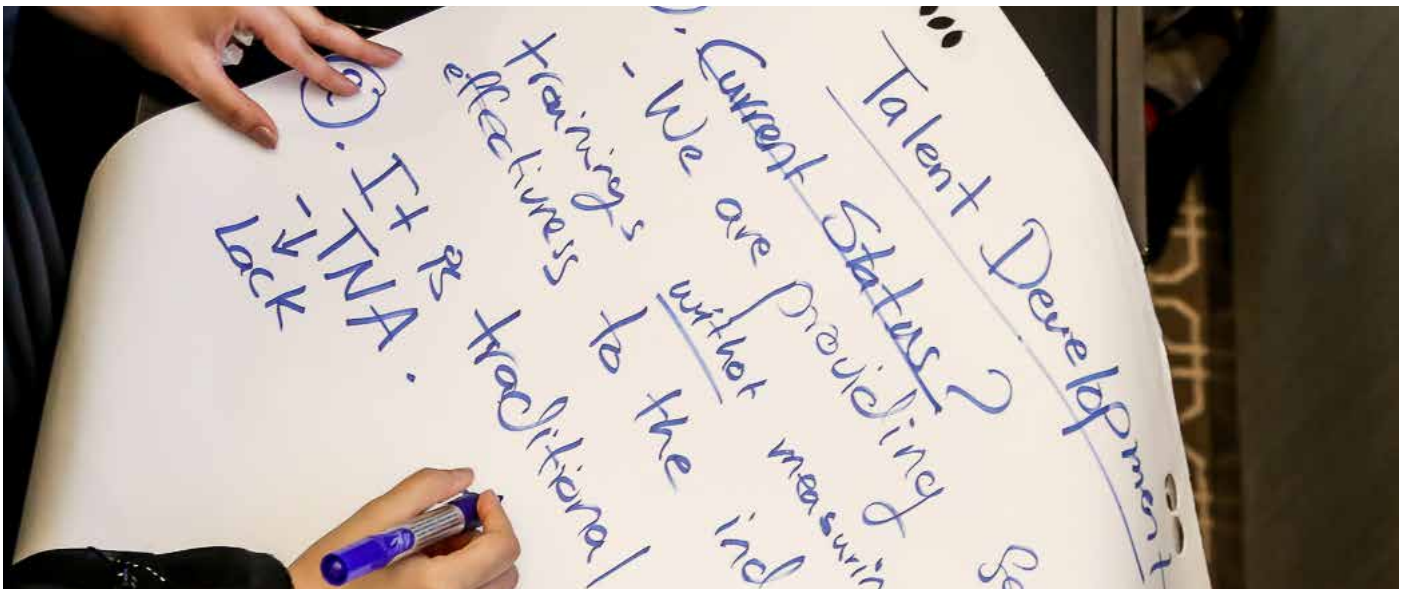
- To manage and facilitate the 'Leaders for Tomorrow' programme
- To identify suitable mentors and mentees
- To connect individuals based on the most suitable pairing
- To provide advice and guidance about the programme
- To track and monitor effectiveness of the programme

Mentors

- To dedicate at least one (1) hour each month to mentoring relationship
- To listen to the Mentee and guide them by sharing expertise and experiences

Mentees

- To understand and take ownership of own professional development needs
- To act in a respectful manner, showing appreciation for the Mentor's time
- To attend each session adequately prepared
- To complete the learning logs to track and reflect on own learning journey
- To demonstrate commitment to the 'Leaders for Tomorrow' programme



Key Skills

Some of the key skills that an effective Mentor demonstrates during the mentoring relationship include:

- **Narration**
Through the narration of stories and experiences from their own career, Mentors can be role models on how Mentees should interact in their work environment
- **Time management**
Mentoring will require you to make time for the relationship. This can be just one (1) hour a month but it is important to find the time, plan for it and notify the Mentee if there is a change in the schedule.
- **Listening**
One of the key aspects of being a Mentor is the ability to actively listen and then respond to what has been heard and understood. Through active listening and questioning, you can understand what the Mentee wants and why.
- **Patience and support**
As a Mentor you need to support the Mentee in achieving their goals. Let them reach conclusions at their own pace without influencing their decisions
- **Trust and confidence**
The discussions between the Mentor and Mentee should be kept confidential and the Mentee should be able to share their concerns without the fear of being judged. The Mentor should focus on providing constructive feedback

The Mentee should demonstrate the following attributes in a mentoring relationship:

- **Personal commitment**
The Mentee should respect the Mentor's time and show personal commitment to the mentoring relationship by being prepared before each meeting
- **Flexibility**
The Mentee should listen to the Mentor, be open to different points of view and be willing to try new things
- **Openness**
The Mentee should be able to openly discuss any concerns or any areas of improvement with the Mentor
- **Eagerness and curiosity**
The Mentee should ask questions and show an eagerness to learn
- **Ownership and accountability**
The Mentee should take ownership of their learning and actions, and not be afraid of success or failure



Top Tips

The following tips can help structure the mentoring relationship

Step 1	Tips
<p>Preparation</p>	<p>Get to know each other Begin to get to know each other by sharing:</p> <ul style="list-style-type: none"> • career history • interests outside work • where you want to be in five years • your greatest achievements / failures • areas in which you want to develop values <p>Set the goals</p> <ul style="list-style-type: none"> • Give the Mentee an opportunity to articulate his/her goals and listen carefully to determine if the Mentee is clear about them • Discuss options and opportunities for learning • Define deliverables
Step 2	Tips
<p>Setting Expectations</p>	<p>Set mentoring agreement</p> <ul style="list-style-type: none"> • Set the expectations • Agree on success criteria • Agree on the timeline for closure • Discuss confidentiality, boundaries and limits <p>Logistics Agree on:</p> <ul style="list-style-type: none"> • frequency of meetings (recommended minimum once a month, for one (1) hour over a period of six (6) months) • location and duration of each session • ways of communication

Step 3 Enabling Growth	Tips
	<p>Promote an environment of learning, open communication and trust</p> <ul style="list-style-type: none"> • Start each session with a progress review or update to help you regain focus • Summarize, as it reinforces learning and reminds both parties of what has taken place • Do not be afraid of silence – it provides opportunity for learning, as a person may need time to think and reflect quietly • Encourage development
	<p>Take time to reflect between sessions</p> <ul style="list-style-type: none"> • What progress are you making toward realizing your learning goal? • What went particularly well during the mentoring session? • What were the challenges? (e.g. logistic issues, communication, managing a relationship, etc.) • What should you do differently?
Step 4 Closure	Tips
	<p>Conclude the programme and relationship</p> <ul style="list-style-type: none"> • Evaluate personal learning and celebrate any progress made • What results have been delivered, including any unexpected outcomes? • What has not been delivered and why not? • What are the future development needs of the Mentee?

How to join the programme?

Any one interested in being a Mentor or being mentored as part of the 'Leaders for Tomorrow' programme, please can contact us at leaders@peoplefirstme.com.



Appendix: Learning Diary

Mentee's name	
Mentor's name	
Date	
Topic(s) of conversation	

Learning Diary: Day #
The topic of today's meeting was ...
My key learning from today's session was ...
It was interesting / different / valuable because ...
I can make progress by improving on ...
I will explore it further by ...
For the next meeting, I need to focus on ...