A UN Mentoring Programme
Orientation Webinar – Mentees
Date: 16.03.2021

Time: 9:30-11:00 AM (EST)

Please check that you are muted, thank you!
Winner of the 2020 SG Award: Changing the Way We Work

Together Mentoring

Paired through an online platform

“...Thank you, UN HR, for this opportunity...at a time when people were feeling isolated and left out.”

Sweta Saxena, Chief
Macroeconomic Policy and Analysis Section - ESCAP
Mentor and Mentee
Agenda

1. The Participants – Who are you?
2. Timeline / Next Steps
3. How will I be paired?
4. Available Resources
5. General Mentoring Guidance
6. Closing and Q&A
Participants

Mentors and Mentees
1,291

Gender
- Male: 37%
- Female: 62%
- Prefer Not to Say: .8%
- Identify In Another Way: .2%

Across the UN System
- 125 Entities
- 185 Duty Stations
- 30 Non-Sec

UN years of experience
18,524+
What are mentors ready to offer?

Top 3 goals they are ready to help you pursue:

1. Develop new ideas about moving up or laterally in the Organization
2. Improve management/leadership skills
3. Improve data analytics and data management

Top 5 skills/competencies of your mentors:

1. Planning and Organizing
2. Client Organization
3. Accountability
4. Managing for Results
5. Encouraging Integrity
Timeline

1. Registration (15 February – 1 March)
2. Orientation Webinars (16-17 March)
3. Pairing (22 March - 2 April)
4. First Session (22 March - 2 April)
5. Relationship building (March – July 2021)
6. Feedback (August 2021)
How will I be paired?

The platform suggests a list of mentors to mentees. How? It uses an algorithm that matches mentee preferences with mentor capacities. To ensure appropriate and relevant recommendations, several aspects are weighted such as:

✓ Language preference
✓ Programme goals
✓ Competencies/skills
✓ Topics for discussion
✓ Favourite activities
✓ Time in the UN
✓ Job network
✓ Job level/grade

Mentors and mentees review each other’s profiles and play an active role in the pairing process.
Pairing Tips for Mentees

Once Pairing Begins:

Mentees
- Mentee receives email
- Clicks “view mentors”

Mentees
- Mentee ranks top 3 mentors in Together and submits

Mentors
- Mentor receives email
- Clicks “Approve Mentee”

Tips:
- Reflect on what you want to get out of the programme
- Set appropriate expectations
  - Not linked to job promotions
- Thoroughly check mentor profiles to match your goals
- Understand that not all will be paired with their first choice; keep an open mind
Resources

Mentee Handbook

Session agendas

Compiled list of relevant online courses, articles and videos

Customized videos on using the Together Platform

Frequently Asked Questions (FAQs)
What makes a good mentor?

You selected these as the most important qualities a mentor should have:

- open-minded
- experienced
- willing to share
- good listener
- communicative
- genuine/approachable
- easy-going
- creative
- critical thinker
- thoughtful
- professional
- accountable
- calm
- kind
- confident
- empathetic
- constructive
- solution-oriented
- example
- constructive
- system-thinking
- supportive
- dynamic
- enthusiastic
- sensitive
- motivated
- influential
- achievement
- charismatic
- warm
- nurturing
- critical-thinking
- practical
- sense of humour

But what about mentees?
General Guidance

The foundation of a great mentoring relationship:

- **Trust**
- **Respect**
- **Communication**
Key components of an effective mentoring relationship:

1. Role Modelling
2. Independence and Collaboration
3. Exchange of Knowledge
4. Mutual respect and trust
5. Open communication and accessibility
6. Goals and challenges
7. Passion and inspiration
8. Personal Relationship
General Guidance

What does a mentor do?

**Advises**
Shares institutional and professional wisdom, provides input on performance, makes suggestions.

**Coaches**
Helps the mentee learn new skills and practice new behaviours.

**Supports**
Actively listens, explains unwritten rules, and acknowledges disappointments and triumphs.
General Guidance

The impact of having a mentor:

**Knowledge Transfer**
Mentors offer a vast repository of experience and share their knowledge, work methods, and techniques.

**Straight Talk**
Mentors are not there to sugar-coat advice. Their role is to help you make the best decisions. As such they will highlight the various outcomes of a decision will have, but they will also play the role of motivator and cheerleader.

**Growth Opportunity**
Mentors help you hone your soft-skills, break out of your comfort zone to make new connections, and gain valuable new knowledge about your business character.
General Guidance

Three goals that mentees should focus on:

1. Professional Development
2. Committing to Continuous Learning
3. Building your network
General Guidance

The top 5 qualities of being a great mentee:

1. Know what you want
2. Be prepared
3. Take action on the advice
4. Think Critically
5. Show gratitude, honesty and respect
Mentoring Sessions: a few tips

- **This is a mentee-driven process**, which means you will be responsible for scheduling and preparing each meeting. There are eight session agendas prepared for you. You can follow them or select your favourite exercises/topics and suggest to try them with your mentor.

- **Shadowing** can be a great learning experience and it is easy to do when working from home. Whether you shadow the mentor, or vice versa, be sure to introduce whoever is shadowing you on your meetings.

- **Reverse it**: reversing roles in a mentoring relationship can be fulfilling and fun. You may have expertise on a topic or specialized skills that your mentor would like to learn more about. Explore with your mentor what could you share with them during a session.
FAQ's

1. How are mentors selected? How do I make sure my mentor is a good fit?

2. Why did I not get my first choice as my mentor?

3. How do I reschedule my session?

4. How do I prepare for my session? What are things not to do in my session?

5. What happens if I am not getting emails?
Questions & Answers

Write your questions in the chat-box. Or raise your hand to speak.

Please answer a one-minute feedback survey on this session.

Use the QR code or click the link in the chat-box to access.
Closing

Thank you!
Contact us at mentoring@un.org

Resource Links
The link to the resources on the HR Portal are here: https://hr.un.org/together-resources
The link to the same resources on the platform are here:
https://my.togetherplatform.com/user/programs/vn6mB2tEYp4kq2tbY9wV/resources

Navigation Links
The link to your profile is here:
https://my.togetherplatform.com/user/profile
The link to the HR Portal is here:
https://hr.un.org/mentoring