

**BPW** INTERNATIONAL  
Business & Professional Women

**Europe**  
*Mentoring Task-Force*

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## **Mentoring Program BPW Europe**

Project description

of the  
Task Force

Binningen, April 2008 mp

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## **Europe**

### **Mentoring Task-Force**

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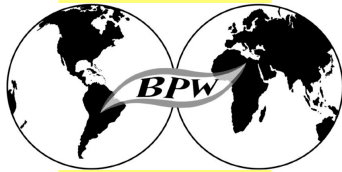
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## **Initial Situation**

### **Aims of BPW**

BPW contributes to society by enabling women to sustain themselves economically.

### **BPW International**

- Develop professional and leadership potential for women at all levels
- Equal rights and opportunities

### **BPW Europe**

- Equal opportunities and status for women in the economic, civil and political life

BPW offers personal development programs for members such as mentoring, leadership training and e-Business training.

### **Mentoring, a means of personal development**

BPW International understands mentoring as a means of personal development. Various concepts are described and partly put into action in different countries. BPW Europe establishes a taskforce to promote a concept of mentoring throughout the European countries.

### **Mandate of the Task Force**

- Inform the European Clubs about aims and possibilities of mentoring
- Motivate to start an own mentoring program
- Support the countries in establishing own concepts

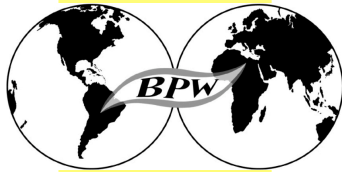
### **Projects in Europe**

At this moment, there are already several countries engaging in mentoring. Exemplary is the mentoring program of Germany that runs already several years. But in most European countries the idea of mentoring has yet to take roots. The concept of the task force has to take this reality into account.

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#### **Available fundamentals**

A first task force had taken up the given mandate during one year and sent a questionnaire to the presidents of the European clubs. Although there were only a few answers coming back, the results can be used as an insight in the aims and problems of establishing a mentoring program. The upcoming project has to consider this situation.

#### **Description of Project**

##### **Basic conditions**

- The project follows the aims of BPW International and BPW Europe.
- The clubs of the different countries are self-reliant members of BPW; they define their own main focus.
- The activities of the task force are free of charge.
- BPW Europe can reimburse part of the expenses (e.g. travel to countries, where mentoring needs supporting). The reimbursement of expenses can only be claimed by request and furnished evidence: it is not automatically granted.

##### **Description of problem**

Considering the situation the project has to take into account the open questions and the possibilities of the different countries. Shortly:

1. In different countries, mentoring is not yet considered as an important means to achieve the aims of BPW.

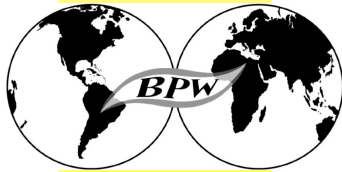
The above mentioned questionnaire shows

- Mentoring is already offered by many other institutions
  - Mentoring is unknown
  - Mentoring is only known as a means in academic professions (and organized by Universities)
2. BPW is a non profit organisation; a lot of unpaid work is done already.
    - Mentoring causes additional work, a lot of know how and time has to be invested.
    - There is no general understanding of mentoring.
    - Synergy is not yet fully utilized.
  3. Each country is self-reliant in establishing its own program. The countries are not obliged to follow similar actions.
    - The “corporate understanding” is to be questioned as a means of common goals of BPW and the relations between clubs.

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### **Approach**

The project has to bear in mind the mentioned problems. The people in charge have to be included in the search for solutions. They have to be engaged in promoting the mentoring idea. In a first phase, the dialog with the presidents has to be activated in order to involve them in supporting the idea.

They have to recognize

- the importance of mentoring for the general development of women
- the influence of an established mentoring program on the dialog and exchange of personal and professional knowledge within the club
- that the increase of members is influenced by such programs.

Due to the above mentioned reasons the following phases are planned:

1. The matter is to be discussed with the presidents (or with the person who is responsible for mentoring).
  - ▶ direct contact by mail, telephone or meetings
2. Mentoring is documented as a means of developing women by BPW
  - ▶ Reflections of statements have to be made by BPW Europe
  - ▶ This common understanding could be strengthened and established by means of a workshop at a meeting of European presidents.

The clubs that have already established a mentoring program could motivate and support the other clubs at such a workshop.
3. Clubs, starting mentoring have to be sufficiently supported.
  - ▶ Information locally, draft ways of installing mentoring and relevant support.
  - ▶ Dispose of practical instruments in order to facilitate the establishing of mentoring.
  - ▶ Mentoring shall be part of the corporate design of BPW and as such become an obvious element of the European Clubs.
4. Only by passing this first phases to the kick off, questions of organisational and technical support (Internet platform etc.) shall be considered and discussed.
  - ▶ There is no use to install high technical possibilities if the addressees are not interested in the subject.

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## Europe

### Mentoring Task-Force

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## Project plan

### Targets

The following phases shall enable each country to establish a mentoring program according to its own aims and its own possibilities.

The task force offers the following support:

- Detect the individual possibilities.
- Inform about the purpose of mentoring as a means to achieve the aims of BPW to develop professional and leadership potential for women at all levels.
- Give basics and instruments needed for the organization and implementation of an own mentoring program.
- Offer of special programs for the training of mentors (e.g. crash course)
- Exchange of experiences with other clubs in order to profit from different approaches to the task.

### Phases

#### 1. Status quo

To start the project, a direct contact with the presidents is needed.

- Information about the understanding of mentoring and development in general.
- Presentation of possible support and encouragement through the task force.

*Explanation: By communicating directly, needs and uncertainties can be discovered and the means of the clubs can be considered.*

#### 2. Information of basics

- Workshops for the clubs to get to know the different forms of mentoring (e.g. a workshop could be organized at a meeting of the European presidents)

*Explanation: The want and use of resources are better understood. Know how and competences of the members who are to be mentors are resources needed to conduct a successful mentoring. (Workshops with a member of the task force on request).*

#### 3. Communication

Establish an e-platform to facilitate the communication of clubs and task force.

*Explanation: the platform helps to exchange experience and instruments. The work of the different clubs should not get lost and could be of use to others.*

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#### **4. Support and development**

Periodical support during establishing a mentoring program shall be granted if needed and requested.

*Explanation: Checklists and instruments to help developing own programs can be part of the support.*

Comment:

Mentoring is understood as an offer for all professions and all levels of BPW. Basically we understand mentoring as a promotion between a mentor and a mentee/protégé. That does not exclude activities other than between two persons such as annual activities in groups etc. Everything that helps develop and promote persons and includes sharing of knowledge and understanding is in a way mentoring an ultimately networking.

#### **Finances**

The amount of € 1000.- is a global credit. The possibilities of the task force have to consider this limit. For a start it has to be sufficient. In a first phase (s. project plan) the presidents of the different countries are involved only. Depending the way of contact, there should be enough possibilities to bear this limit in mind. The situation may change, if the clubs will make use of the offered supports or if the means of communication (internet, flyers etc.) demand a new look at the needed expenses. The question has then to be considered again.

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**Project schedule**

Each phase needs sufficient time. The following schedule indicates a duration for 1 ½ to 2 years to establish basic structures. Then mentoring could be a service provided by BPW Europe that can be used on request. It depends on how intensive the different countries engage in putting up an own mentoring program. That's why the duration of the work of the task force is difficult to estimate. Nevertheless, the time of developing an European mentoring activity by means of a project should be limited and not endless.

<b>Date</b>	<b>subject matter</b>	<b>content</b>	<b>Responsible</b>	<b>Involved</b>	<b>comment</b>
April 2008	approval of project plan	starting the project	Gabriella Canonica et.al.	Task Force	
April-October 08	Phase 1 status quo	PR-work step by step	Task Force	Presidents Responsible	
October 08-April 09	Phase 2 Information/ basics	concept of information	Task Force	clubs of the different countries	
April-June 09	Phase 3 communication	means of communication	Task Force	support by BPW Europe	Information at Congress 09 in Munich
2009	Phase 4 support and development	provide instruments	Task Force	specialists if needed	
2010	Take over from the Task Force	end of project; part of the normal BPW activities	BPW Europe		

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