



### ● Specifying the goals: Mentoring contract

Making mentoring contract is an important process, during which the parties clarify their needs for mentoring, and agree the practical matters. When the mentoring contract is being drawn up, the process itself is more important than the contract text. The contract clarifies both parties' needs and goals. When they are agreed on, mentoring will provide the best results.

Each mentoring pair and group can individually decide what to include into the contract. The mentoring contract can include goals, personal roles, responsibilities, obligations, outlines for the project and e.g. confidential matters, which are better to be signed and confirmed by all parties.

### ● Good to remember

The mentee prepares the mentoring meetings and is responsible for the process. The mentee is to assure that all the relevant matters are discussed. The mentor supports the mentee's learning process by reflecting the mentee's questions on her own professional experiences.

It is every group's own decision how often they decide to have mentoring meetings. The best results are achieved when all the parties engage themselves to the process.

### ● What if the mentoring relationship is not working?

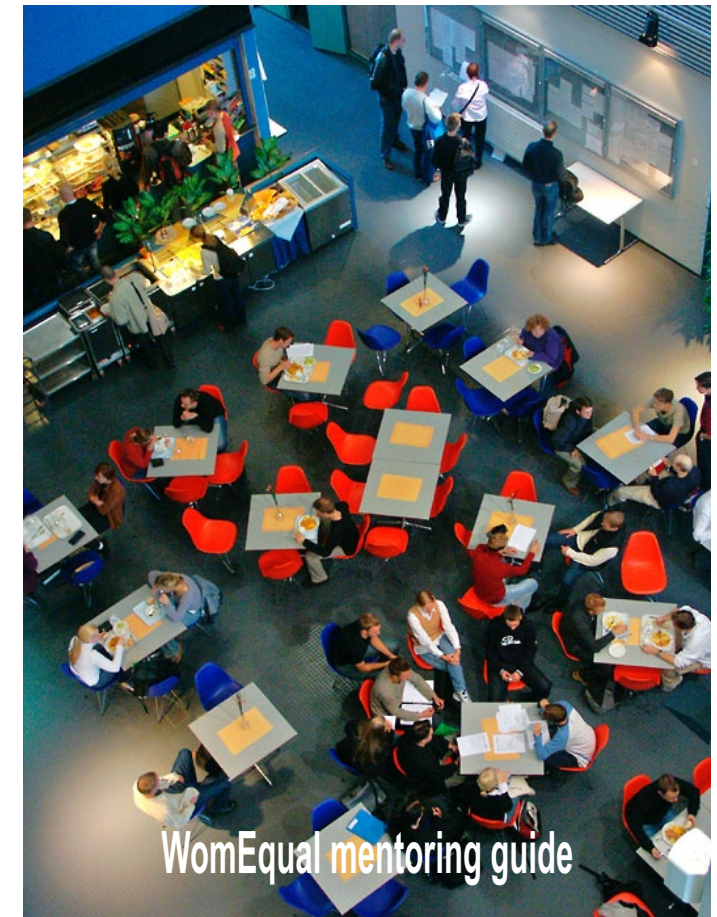
As mentoring is an activity between people, it is possible that interaction between the mentoring parties does not work. The group can be rearranged, if it is not pleasant to continue cooperation. The WomEqual project designer should be contacted when a problem with mentoring occurs, so that situations can be solved in the best possible way.

### ● Reporting to WomEqual

Every mentoring group and pair delivers a signed mentoring contract and list of scheduled meetings, their subjects and durations to the WomEqual project designer. The material has to be given to the project designer at the latest when the mentoring has been finished. Other written material is optional and every group should decide for themselves.

### ● Results

The goal of the WomEqual mentoring programme is to support the mentee, to develop her skills and potential and broaden her horizon before she enters the working life. The goal is also to broaden the mentor's horizon and e.g. to improve leadership skills. Every group can check the implementation of their own goals based on their mentoring contract.





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## WomEqual

The goal for the national WomEqual project is to develop operation models to support women to advance their careers in technological companies and research centres, and to support their innovativeness and entrepreneurship. One of the WomEqual subprojects is implemented at the University of Oulu.

To support the implementation of the project at the University of Oulu, a mentoring programme linked to the university alumni activities will be organised for women engineers in the Oulu region.

There are three ways to take part in the WomEqual mentoring programme. Individual mentors or mentors for small groups of 2 to 4 women can be found for academic women in the field of engineering. Third, peer support meetings will be organised within the programme. This brochure tackles the pair and group mentoring processes.

### Mentor and Mentee

The mentor is more experienced professional in the field of technology and has advanced further in her career than the mentee. The mentor's role is to give advice and guidance as well as to listen to the mentee.

The mentee is professionally less experienced and wishes to develop herself in certain field of expertise. She is willing to learn from the mentor's experiences and to use them to support her own development.

### What is mentoring?

The mentor supports and encourages the mentee so that she can develop herself, improve her performance, and increase her potential as a professional in the field of technology. The mentor should not make any decisions for the mentee. Instead the mentee learns to make her own decisions based on a broadened point of view.

### WomEqual mentoring programme

Basically WomEqual mentoring is about more experienced woman professional in the field of technology guiding the less experienced one, based on her own experience. There are no specific rules for the mentoring process; instead, the cooperation of each mentoring pair and group is formed by the individual dynamics. The mentee's willingness to learn and the mentor's willingness to share her silent knowledge with the mentee are the key issues in the process.

### Mentoring is objective-oriented activity

Despite the informal interdependency, mentoring is objective-oriented activity, which is guided with agreed principles. Participants will be given specific directions to plan their objectives.

Mentoring is created to provide role models, coaching, support and encouragement, guiding and making contacts. Every mentoring relationship is unique. The most important thing is that both mentoring parties experience it to be motivating and pleasant.

*A successful mentoring process is very rewarding for all parties and it develops one's skills, work performance and reasoning.*



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