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## Overview

### What is the profile of the mentors?

- The mentors are members of the SGLN Community from across all industries and functions.
- They have been working professionally for 10 years or more, possess leadership experience, and have ideally worked overseas before.

### How many mentoring pairs are you looking for in this programme?

- We are looking to make 100 pairings in this programme.
- If selected, every mentor will be asked to indicate their mentee capacity, capped at a maximum of 3 per mentor.

### What are the mentoring topic areas?

- The mentoring topic areas map back to the **four key learning outcomes** of the SGLN Fellowship. They are:
  1. Display new perspectives and motivation to seek out regional/global job exposures to prepare for global leadership roles
  2. Embrace a complex, ambiguous environment
  3. Create and leverage networks and communicate with clarity and 'heart' for impact
  4. Embrace and manage diversity by being sensitive to the cultural context and exercising cultural flexibility
- One matching criteria of mentors to mentees will be the overlap in the selected topic area above, in combination with the other questions asked as part of understanding each individual's mentoring profile.

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## What are the key dates we need to take note of? When will the mentoring programme start?

- Applications open on **Monday, 8<sup>th</sup> January 2024**.
- Applications will close at **11:59pm (Singapore time)**, on **Friday, 2<sup>nd</sup> February 2024**.
- All mentors will be notified via email by the **third week of February** if they have been selected for the programme.
- Onboarding for mentees will be done virtually and together with the mentors on **Thursday, 29<sup>th</sup> February 2024, 7 – 8pm** (date/timing subject to change).
- The mentoring programme officially commences on **Thursday, 1<sup>st</sup> March 2024**.
- All mentoring pairs will be required to complete all feedback forms (one at the start, and one at the end of the mentorship) by **September 2024**.
- Other optional group sessions (online or in-person) may be organised as part of the programme. We will provide advance notice for such sessions.

## Commitment

### What is the overall commitment like?

- The *SGLN Community Mentoring Programme* takes place over **7 months** (March to September 2024).
- Mentoring pairs can flexibly schedule the number of times they want to meet. Ideally, each pair should meet for **at least 3 sessions**, with each session lasting **at least 45 minutes**. Further sessions will be at the discretion of both the mentor and mentee.
- Mentors will be paired with the mentees on a 1-to-1 basis, but can take up to 3 mentees in total. The sessions can be done individually (1-to-1) or in groups (mentees with mentor).
- Mentees will be able to select their desired mentor, and mentors will have to approve the request. In essence, there has to be a mutual agreement to the pairing before it is finalised.
- Mentees and mentors are expected to be responsive in the **programme evaluation component** of the programme. This includes the feedback forms at the start and the end of the mentorship.
- Ideally, the best mentoring relationships carry forward beyond the end of the formal programme commitments!

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## Why are there no minimum sessions mandated for this community mentoring programme?

- We have refrained from mandating a minimum number of sessions in this programme to allow for better flexibility and adaptability for each mentoring relationship.
- We recognise that every mentoring relationship evolves organically, and we want to empower both mentors and mentees to determine the frequency of their interactions based on their unique needs, preferences, goals, and schedules.

## What are the roles and responsibilities of the mentee?

- Your development depends on your career aspirations, strengths, and weaknesses, as well as how you work with your mentor on this programme. Here are a few roles and responsibilities to help you in the process:
  - **Be motivated to stay engaged** throughout the programme and work towards achieving results.
  - **Be proactive** in scheduling your sessions.
  - **Listen and take advice** – hear what the mentor is saying and reflect on your conversations after sessions to figure out what areas you need to address/work on.
  - **Take responsibility for learning** – The mentee (not the mentor) drives the mentoring relationship. The mentee decides what advice to accept or reject, what course of action to follow, and what risks to take. The mentor's task is to guide the mentee, and mentees will need to own their actions.
  - **Be open** to consider other viewpoints and take in constructive feedback.
  - **Honour your mentor's time** by arriving on time and completing agreed-upon tasks (if any).
- We are looking for mentees who are willing to get out of their comfort zones, take reasonable risks, and take responsibility for their own learnings and career paths. Effective mentees are open-minded, motivated, and committed to the relationship and their own development.

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## What constitutes a good mentoring relationship?

- From our past mentoring programme runs, successful mentoring relationships involves:
  - Establishing mentoring expectations between both the mentor and mentee early into the mentoring relationship.
  - Building trust quickly in the mentoring relationship to foster psychological safety and open sharing.
  - Openness by both parties to learn and share with one another about their personal and professional challenges.
  - Availability and proactiveness to commit to the mentoring relationship (e.g. establishing a meet-up/check-in cadence).

## Eligibility

### What are the eligibility criteria for mentees in this programme?

- Mentors should meet the below eligibility criteria:
  - You are a **Singapore citizen**
  - You have minimally **worked for 3 years**
  - You are looking to be mentored in **at least one of the topic areas** mentioned above
  - You have not been a mentee in previous runs of the SGLN Mentoring Programme

### How will the mentees be selected?

- Aside from meeting the above eligibility criteria, we will ensure that all mentee applications are assessed fairly and collated for comparison during the matching process.
- Your application should clearly demonstrate your confidence in fulfilling the roles and responsibilities we expect from all mentees with SGLN as outline above, and also align with our mission at SGLN.

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## Pairing and Commencement

### Will I be able to see my mentor's profile before I meet them for the first time?

- Yes, you will be provided the option of selecting your mentor of choice on the designated mentoring platform, which will showcase their profile.

### How do I meet my mentor?

- You will be connected with your mentor on the designated mentoring platform. You will be able to choose your mentor of choice, who will then be able to approve the request accordingly. Mutual agreement between both mentor and mentee must happen before the pairing is approved.
- Subsequent meetings should be arranged between mentor and mentee at a time of their convenience.
- Ideally, meetings should be arranged in a neutral setting with minimum distractions that fosters a safe and focused mentoring environment.

### Is there a structure for the mentoring sessions?

- This programme has been designed for flexibility, and hence there is no mandated structure expected.
- Nevertheless, we recommend that mentor-mentee meetings take place with some degree of cadence within the 7 months (e.g. committing to one session a month or every two months). The consistency and timings of meetings would ultimately be dependent on the individual availability of both the mentor and the mentee.
- In terms of the agenda for each meeting, we will provide a suggested structure for sessions on our mentoring platform, and this will be covered in the onboarding session.
- Very briefly, we recommend the **first session** be used for you and your mentor to set some ground rules and expectations, and to get to know one another better. If time permits, do clarify your goals for the mentoring programme with your mentor (and vice versa if appropriate).
- The **follow-on sessions** will allow for discussions and conversations. For example, you should be able to share with your mentor on how you can proceed from where you are now, to where you want to be. Depending on the mentoring topic, this can be through tasks, actionable follow-ups etc.

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### What happens if I believe that a change in mentor is warranted?

- We understand that there may not be a perfect fit between mentor and mentee. We encourage you to authentically and transparently share your expectations coming into the mentoring relationship, and invite your mentor to do the same. This should be done in the first session to allow both parties to manage expectations moving forward in the following months of the mentoring journey.
- Nevertheless, if you strongly feel that a change is required, please contact the [SGLN Team](#) for further discussions.

### What happens if I am no longer able to commit to the programme halfway through?

- We hope that mentees understand the extent of commitment required before signing up for the programme. This is because it is crucial for the quality and continuity of the mentoring relationship for both mentors and mentees to complete the programme in full.
- Nevertheless, we understand that extenuating circumstances may affect your ability to fulfil your commitment. If you ever find yourself in such circumstances, please [contact us](#) as soon as you can for further discussions.

## Evaluation and Feedback

### Will we be required to report on our mentoring progress?

- We ask both mentors and mentees to complete a **check-in** at the **beginning (March 2024)** and the **end (September 2024)** of the mentoring relationship (which will take no more than 5 minutes each!).

This is for us to gather areas of improvement on how we can better support the mentoring journey where required.