



Speed Mentoring Toolkit

MBIE Women in Leadership Committee

Thanks for agreeing to run the next Women in Leadership (WiL) Speed Mentoring Event.

Your WiL contact is:
[name and contact details]

General information

Structure of event

The speed mentoring event brings together 12 mentors (senior leaders from within MBIE – both men and women) and 24 mentees for a quick-fire round of career advice.

We recommend you open the evening with a casual reception followed by a panel discussion of around 15-20 minutes. This gives both mentors and mentees a chance to 'warm up' and network with colleagues. This will be all mentors sitting together (usually in a line or semicircle) talking to the same topic, while mentees watch (and ask questions, if that's appropriate at the end). Assign one of the mentors as 'chair' (you'll need to discuss this with them first) and determine a panel topic – it should be something broad and relevant. The last topic was "Does Leadership come with a title? How to show leadership in any position".

After the panel discussion, ask mentees to sort themselves into two groups ('A' and 'B') which should be indicated on their name tag. Group A will then commence the first round of speed mentoring while group B continue to chat amongst themselves.

Run 2x 10 minute mentoring sessions for Group A, then switch with Group B. While Group B have their 2x 10 minute sessions, Group A will be relaxing in the foyer/business hub area. Try to allow a short 5 minute break between the first four and last four sessions to ensure that mentors have a chance to grab a glass or wine or something to eat. Then have the next two Group A sessions, finally followed by the last two Group B sessions.

You will need a timer and a loud voice or bell/whistle to indicate when the 10 minute session is up and it's time to rotate. Ideally you would allow 1-2 minutes between each session to make sure people have time to move on to the next table. Provide a 2minute warning when the sessions are 8minutes through.

At the end of the event, thank everyone and close the night – then it's up to you how long you stick around for.

RSVPs

- RSVPs must be carefully managed as this is a popular event.
- Set up a wait-list and list people based on their response times – first in, first served!
- RSVPs can go to the Women in Leadership email address (womeninleadershipw@mbie.govt.nz).

- Your WiL contact can provide a list of people on the short-list from last time. These people should be contacted directly if possible (a group email is fine) as soon as you open registration, but it's still a 'first in, first served' basis.

Resources/items required

- Nametags (prepared in advance) including their group identifier for mentees
- Nametags for mentors
- Professional biography (and photo – download from the Link) for each mentor
- Non-alcoholic and alcoholic refreshment options, including jugs of water
- Glasses
- Nibbles – cheese platter and chip/dip etc. (try not to over-cater). Usually two medium platters and 2 bowls of chips (or nuts/pretzels or similar) is enough.
- Room set-up should be 12 individual tables with a chair either side, plus the 12 chairs required for mentors in a semicircle for the panel discussion.
- Run sheet including rotation plan
- Timer (or cellphone/watch etc.) and bell or loud voice to aid in rotation

Budget

Your WiL rep will confirm the budget and let you know, but expect it to be ~\$85-120.

Preparation tasks

Timing	Tasks
Start of year	General timing for Speed Mentoring set by WiL
As soon as possible (no later than 6-8 weeks out)	<p>Confirm event time & date with WiL:</p> <ul style="list-style-type: none"> • Consider other MBIE events and try to find a unique date • Suggest 5.00pm reception for 5.30pm start (otherwise event runs too late) <p>Book location</p> <ul style="list-style-type: none"> • The Business Hub area on the Ground floor outside G.04 etc. works well. You'll need to check the relevant meeting rooms to ensure there will be no meetings that will clash. • Other option could be two of G.01, G.02 or G.03. Remember to book time before and after the event for set up and pack down. <p>Advise facilities of booking (just FYI)</p> <p>Identify potential mentors and prepare and send initial email</p>
5 weeks out	<ul style="list-style-type: none"> • Confirm event format/agenda including panel topic • Confirm mentors and request professional bio (1-2 paragraphs) • Invite one of the mentors to chair the panel discussion

	<ul style="list-style-type: none"> • Send out calendar invite to mentors to ensure event is in diaries; include high-level agenda
4 weeks out	<ul style="list-style-type: none"> • Email Communications (<i>insert contact person</i>) and Design (<i>insert contact person</i>) to ask for poster design and comms support: provide details including date, time, panel discussion topic (note mentoring will start with a short panel discussion followed by an opportunity to talk to senior leaders at MBIE, location and ask for expressions of interest to be a mentee via the WiL email address. • Advertise event on the intranet and via posters in printing bays • Directly advertise event to those who missed out on a place last time (talk to WiL contact for list) • Manage RSVPs in conjunction with WiL – try to ensure only those who haven't attended a session before get a place. Send successful candidates a confirmation calendar appointment. • Confirm event budget through WiL
1-2 weeks out	<p>Provide briefing material to mentors:</p> <ul style="list-style-type: none"> • Logistics/details including agenda and format of event • if panel session, include topic and any prepared questions • include list of mentees for their information including job title and group <p>Hold lunchtime session for mentees:</p> <ul style="list-style-type: none"> • Some mentees are nervous about the night or want to know more about how the session might run. We suggest you hold a lunchtime drop-in session in a meeting room for confirmed mentees to come and ask questions or get ideas for preparation.
1 week out	<ul style="list-style-type: none"> • Collate Mentor bios into one document • Send out event email to all mentees including prompt questions/topics, mentor bio/photos and reconfirming event details. Make sure to be explicit about attendance and any waitlist (i.e. cancellation policy) • Ensure all supplies are purchased (except food/drink if you are purchasing this on the day) • Ensure you've 'phoned a friend' if you need set-up help (moving furniture etc.) • Talk to facilities if you decide you need a microphone • Prepare event run sheet including lists of attendees • Double-check RSVPs and reconfirm as required
On the day	<ul style="list-style-type: none"> • Arrange furniture in the rooms if needed, including for panel • Purchase nibbles/wine and set up platters (if not catered or already purchased)

	<ul style="list-style-type: none"> • Ensure copies of run sheet are available for the event to keep you on track • Ensure name tags are clearly available for mentees • Check for any last-minute cancellations and phone-in people from waitlist if required (remember to amend name tags and group listings)
During event	<ul style="list-style-type: none"> • Manage attendance – ensure only those who are registered attend • Meet & greet all mentors and ensure they understand their duties; provide name tags • Greet mentees and provide name tags • Open and welcome event including high-level agenda • Event runs (Take photos if appropriate for the intranet article) • Close event and thank you
After the event	<ul style="list-style-type: none"> • Pack down the room (don't forget about dishes) • Write up article for the intranet (if wanted) and submit to Communications (intranet@mbie.govt.nz). Please run past WiL first as a courtesy. • Send out a thank you email to all mentors and request feedback • Send out request for feedback to mentees using prompt questions and free text space • Send positive feedback to mentors where they are specifically named and cc' the WiL inbox – they have really appreciated this in the past. Please talk to WiL if you receive negative feedback about any mentor. • Compile all feedback and send copy to WiL • Give yourselves a high five

Draft emails - please talk to your WiL contact regarding these

Initial contact with mentors

Dear X,

On **X date** we are holding a speed mentoring event for women across MBIE who want to build networks and get insights and inspiration from senior MBIE leaders. The event is sponsored by [SLT sponsor].

Mentoring is an effective tool for both career and personal development. At the event, mentees have a chance to hear about lessons learned from mentors and gain specific advice and insights. On the flip side, mentors have an opportunity to help motivate and inspire others.

Previous speed mentoring events have been incredibly successful, with both mentees and mentors taking away new insights and experiences - one mentee moved into a new role as a direct consequence of a conversation at previous events, and has gone from strength to strength in her new role.

Although this event is primarily for women mentees, we are interested in having both women and men as mentors at this and future speed mentoring events.

We wonder if you might be interested in being a mentor at such an event? The commitment is for the evening only and does not require you to have an on-going mentoring relationship with mentees.

What is speed mentoring?

- Speed mentoring is a fast-paced and fun way of providing guidance and sharing lessons across different levels of the organisation in a short period of time.
- Mentors will introduce themselves and talk briefly as a 'panel' before one-on-one discussions of around 10 minutes.
- Organisers keep the mentees circulating around the group.
- There is also an opportunity to network more informally before and after the event itself.

What do you need to do if you are interested in being a mentor?

- Please let us know by **RSVP cut-off date** if you would like to participate as a mentor in the event.
- If you can be involved, we will then request a short (1-2 paragraphs) bio to circulate to the mentees alongside some suggested questions/conversation topics to help them prepare.
- After supplying your bio, all you need to do is turn up, chat and enjoy the event.

The details

- **What?** An event bringing together people from different levels and roles within MBIE to network, share experiences and learn from each other.
- **Why?** These events help foster a culture of collaboration and support the importance of networks in building careers.
- **Who?** The event will be open to all MBIE employees as mentees, although primarily marketed at women, who will RSVP on a first-in, first-served basis.
- **When?** X. We would love to see you anytime from 5pm, and will 'formally' kick off the event from X.
- **How long will the event go for?** The speed mentoring will take just 1.5-2 hours, with time for additional networking or following up on any conversations afterwards.
- **Where?** Ground floor meeting room area at Stout Street – we will send out a calendar invite confirming location.

Please let us know if you have any questions.

Thanks

X

Initial information email (to possible mentees)

Hi Everyone,

MBIE's Women in Leadership Team is hosting a speed mentoring event next **Thursday X X!**

Mentoring is recognised as a highly effective tool for career and personal development. At this fast-paced, structured and fun event, you will get the opportunity to:

- Make one-on-one connections with and gain exposure to senior male and female leaders in a relaxed and social environment
- Get advice on career development and challenges you face day-to-day
- Network with likeminded colleagues
- Be inspired and motivated!

This speed mentoring event will also include a panel discussion on **"XXX"**.

This is a *first in, first served event* so if you would like to attend, please rsvp to X at X (email address) by **COP X date**. A calendar invite and further information about the programme and the mentors will follow shortly after so that you can come well prepared.

The event will be catered with nibbles and drinks so please feel free to arrive any time after 5pm. The event will kick off at 5.30pm sharp.

Event details

Time: X

Date: X

Location: X

Wait-list email for potential mentees

Hi X,

Thank you for registering your interest in the Women in Leadership Speed Mentoring event on **X**.

Unfortunately spaces were limited and we are not able to accommodate you this time. However we have recorded your interest and you will be contacted next time there is a speed mentoring event. Note you are on the cancellation list and we will come back to you if a spot opens up.

Please continue to look out for other events held by the Women in Leadership committee.

Confirmation email to confirmed mentors (calendar appointment)

Thanks for agreeing to be part of the Women in Leadership Speed Mentoring event on **X**.

The event formally kicks off at **5.30pm**, but we welcome you to join us any time from 5pm. We anticipate the speed mentoring will take a maximum of 2 hours, with time for additional networking or conversation afterwards (please don't feel you have to stay).

We are going to open the evening with a quick and informal 20 minute 'panel' discussion and you will all be invited to comment on the question "**X**". We will then follow up with four rounds of 10minute one-on-one mentoring sessions.

If you haven't already, please forward a bio I can circulate to attendees by CoB X, this will help them to prepare questions for your one-on-one discussions.

Happy to answer any questions.

Confirmation email to successful mentees (calendar appointment)

We are happy to confirm you have a place at the Women in Leadership Speed Mentoring event. **If for any reason you are unable to attend, please let us know ASAP as there is a waiting list for the event.**

The event will be held in the foyer area outside G.04 on X date, and formally starts at 5.30pm, but you're welcome to join us from 5pm to enjoy nibbles and a glass of wine.

The night will open with an informal panel discussion, where mentors will talk to the topic “X”. We will then begin the speed mentoring section of the evening. There are 12 mentors, and you will get to speak to four mentors for 10 minutes each.

To prepare for the event, we will circulate a short bio of each mentor, along with some suggested questions and conversation starters. We are also hosting a short information session for those who want to know more about how the evening will run. This will be held on XX in XX and is completely optional.

Looking forward to seeing you on X evening.

Prep email for mentors

Hi everyone,

We are really looking forward to seeing you all on X night. Feel free to join us from 5pm for a glass of wine before the event formally starts at 5.30pm.

After the panel conversation you will each have 4x 10minute one-on-one sessions with the mentees. We’ve sent some suggested question prompts to the mentees, such as:

- What are your tips for creating an effective work/life balance?
What were the biggest challenges you faced in moving up the career ladder?
- What was your journey to your current position, and what lessons did you learn from that?
- How do you deal with conflict/difficult people?
- What were the three things you wish you’d known before coming back to work after starting a family?
- In large meetings with lots of stakeholders with differing views, how do you ensure you get your key points across?
- With so many competing priorities, what are the most important steps you take to ensure you focus your efforts efficiently and effectively?

The Mentees are:

(include table with mentee name and job title/team)

Prep email for mentees (with bios attached)

Hi everyone,

Ahead of our Speed Mentoring event tomorrow night, here are some prompt questions to get you thinking about what you might like to ask the mentors.

Remember we are having an information session at **12.30pm today in G.13** if you have any questions, or want to talk more about how the night will run/ what you might like to ask.

Possible questions for your mentors

- What are your tips for creating an effective work/life balance?
What were the biggest challenges you faced in moving up the career ladder?
- What was your journey to your current position, and what lessons did you learn from that?
- How do you deal with conflict/difficult people?
- What were the three things you wish you’d known before coming back to work after starting a family?
- In large meetings with lots of stakeholders with differing views, how do you ensure you get your key points across?

- With so many competing priorities, what are the most important steps you take to ensure you focus your efforts efficiently and effectively?

Finally, please find attached bios of the mentors supporting the event tomorrow night.

Thank you to mentors

Kia ora Mentors,

A very quick thank you for tonight – you were all amazing and we’ve had hugely positive feedback about the session. It was great to have such a dynamic group together, and hearing you all bounce off each other and reflect on **[panel topic]** in the panel was a real highlight.

We would really appreciate your thoughts and feedback on how you found the evening, and what we could do to improve it – please feel free to send these to me over the next week or so.

Thank you to mentees and feedback request

Hi everyone

It’s now been just over a week since the Women in Leadership speed mentoring evening , and we are looking for feedback on how you found the event.

We would appreciate it if you could please take the time to answer the below. This feedback will help us improve the experience for next time. Please note your comments will be collated and passed on, but will be anonymous to all other parties.

- 1. What motivated you to participate in the speed mentoring event?**
- 2. Did you get out of it what you wanted?**
- 3. How valuable did you find the event?**
- 4. What was the most valuable thing you got out of the event?**
- 5. What was the highlight of the event?**
- 6. Have you followed up on any conversations from the event?**
- 7. If you could change one thing about the event, what would it be?**

Thanks,
