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**PSI Caribbean
Framework Guidelines on Mentoring Young Women Workers
(in the trade union movement)**

Mentoring is:

- Voluntary
- Temporary (until decided otherwise)
- Oriented towards professional and personal growth
- A mutually beneficial relationship

It is important to note the differences in needs and to create a focus on what the mentee needs and what the mentor is able to offer. So at the beginning of the relationship:

- How often you will meet.
- How long your sessions will be.
- Where it feels appropriate for your meetings to take place, i.e. a café, a meeting room, someone's home.
- Who will be responsible for scheduling the dates of meetings and organising space if appropriate
- The areas of work and life you will talk about (or if there will be any restrictions at all on what you will talk about). eg trade union history and trade union education & training; work and family balance;
- Any structure that you would both like the sessions to take, i.e. an hour to talk and 15 minutes to compile action points, half an hour on action achieved during the past month and half an hour on action points for the month ahead, or a decision to have no structure at all.
- What it is that the mentee hopes to get out of having a mentor
- Establish whether there will be any additional mentoring support outside of the regular meetings. For example, it might be appropriate or desirable for the mentor to see some of the mentee's work, or for e-mails to be exchanged.

Establish a mentoring relationship initially for **about 4 – 6 sessions on a monthly or bi-monthly basis.**

Some qualities of a mentee:

- Willingness to achieve personal growth and professional goals.
- Ability to receive and give honest and constructive criticism and feedback.
- Be accessible and positive.
- Initiative and independence
- An acceptance that a mentor is not there to do your work for you and may not have all the answers all the time.
- Expectation of a peer relationship

Some qualities of a mentor:

- A belief that they have experience and knowledge that is worth imparting.
- Time and mental energy to devote to a mentoring relationship.
- Ability to assist the mentee in their decision-making processes by listening, sharing and reviewing options.
- Openness to different perspectives.
- Excitement in finding out about a mentee's work or practice.
- Ability to give and receive honest and constructive criticism.
- Encourage the exploration of ideas where appropriate.
- Ability to understand where a mentee is coming from and what they have in mind.
- Ability to pick up on strengths and weaknesses of a mentee.
- Respect for alternative views and cultures
- Willingness to do things differently

Making it work

Who is responsible for monitoring and evaluation?

Responsibility is at various levels:

1. Overall responsibility is SUBWOC
2. SUBWOC reports to SUBRAC
3. Responsibility at affiliate level – women's committee & young workers' committee
4. SRO (networking at sub-regional level)
5. 1st and 2nd substitutes to communicate, link with affiliates women's and young workers' committees