

Welcome to Level Up!

This Agreement Handbook is designed to provide mentors and mentees with a comprehensive overview of the Level Up Mentorship Program and clarify all expectations of mentors and mentees.

The Level Up Program is open to all NOWIE members and is offered completely free of charge. Its primary objective is to provide mentees with guidance, support, and insights from experienced Events Professionals, enabling them to advance in their careers and reach their full potential.

You can also find answers to common FAQs [on our website](#).

LEVEL UP

MENTORSHIP PROCESS AND ROADMAP

Mentorship pairings are based on information gathered during the application process. Pairings consider areas of experience, skill sets, and ambitions. We will be matching mentors with mentees in November 2023 and will introduce you via email by the beginning of December 2023.

The program will formally begin with our Level Up Virtual Information Session in December 2023. This will give you all of the information you need to know about the Level Up Program. There will also be a chance to begin to get to know everyone as a group, and then the opportunity for you to say a quick hello to your mentor / mentee in a breakout room.

The Level Up Program involves approximately 6 monthly meetings (virtual or in-person), each lasting around 2 hours, totalling about 12 hours over the program's duration. Your first mentoring meeting should take place in January 2024, with the final meeting taking place in May/June 2024.

In your initial meeting with your mentor / mentee, you will work together to set goals and objectives for the mentee. These should then be reviewed regularly as part of the program. Each session thereafter will focus on creating actions that support the completion of these goals and provide the opportunity to learn from the mentor.

The logo for the Level Up program, featuring the words "LEVEL UP" in a bold, dark blue, sans-serif font. The "U" in "UP" is stylized with an upward-pointing arrow integrated into its top curve.

MENTORSHIP PROCESS AND ROADMAP

Mentors and Mentees will be provided with access to various materials to support the program. These will be made available later in the year and will cover subjects such as self promotion, confidence building, managing your finances, and industry specific skills and knowledge-sharing.

In addition to your six 1:1 mentor meetings, NOWIE will be running:

- A Virtual Information Session in December 2023.
- An in-person meet-up in January 2024 (Date will be confirmed with all successful mentor / mentee pairs)
- Live virtual sessions covering a variety of topics. To make sure these are tailored to this year's cohort of mentees, we will release this program content once we have a clearer idea of the areas this year's mentees wish to develop in.
- A monthly online Drop in Surgery will offer the chance for both parties to talk to other mentors and mentees and the NOWIE team about their experience.
- A program wrap-up and celebration in May 2024 - Format TBC

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INFORMATION FOR MENTORS

Benefits for the Mentor

As a mentor in the Level Up Mentorship Program, you can expect to enjoy the following benefits:

- The opportunity to offer guidance and support to aspiring Events Professionals.
- Enhancement of your listening, coaching, and support skills.
- Development of interpersonal and people management skills.
- A chance to share your knowledge, skills, and experiences.
- Personal satisfaction from contributing to others' growth.

Mentor's Responsibilities

As a mentor, you commit to:

- Attend the Virtual Information Session - (1 hour)
- Prepare for and attend the Mentoring sessions - (12 hours - these can be delivered as you and the mentee prefer - we recommend six 2 hour sessions)
- Complete any actions agreed in sessions
- Complete the debrief at the end of the program (1 hour)

Total commitment of 14 - 16 hrs over the 6 months.

The logo for 'LEVEL UP' is displayed in a bold, dark blue, sans-serif font. The word 'LEVEL' is on the left, and 'UP' is on the right. The 'U' in 'UP' is stylized, with a small upward-pointing arrow integrated into its top curve.

INFORMATION FOR MENTORS

Throughout the program, to best support your mentee we ask that you:

- Act in the best interests of the mentee and provide appropriate guidance.
- Engage with the welcome session and self-discovery activities
- Are fully present and available during mentoring sessions.
- Provide constructive and supportive feedback at all times.
- Celebrate your mentee's milestones - small and big wins
- Manage the mentoring process and keep the focus on the mentee's goals.
- Report any legal or safeguarding concerns regarding the mentee to the NOWIE team.
- Give your mentee ample notice in case of necessary rescheduling, ideally 48 hours.

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INFORMATION FOR MENTEES

Benefits for the Mentee

As a mentee in the Level Up Mentorship Program, you will benefit from:

- Receiving valuable guidance from an experienced Events Professional.
- Participating in open and meaningful discussions.
- Gaining increased self-confidence, motivation, and assertiveness.
- Engaging in critical self-appraisal.
- Enhancing your communication skills.
- Receiving support for career advancement and personal development.
- Expanding your professional network through networking opportunities.
- Receiving assistance with focused career planning and goal setting.
- Upskilling through guidance from your mentor.

Mentee's Responsibilities

As a mentee, you agree to:

- Attend the virtual welcome event - (1 hour)
- Initiate and maintain communication with your mentor - it is your responsibility to book in each session.
- Prepare for and attend the mentoring sessions - (12 hours - these can be delivered as you and the mentor prefer - we recommend six 2 hour sessions)
- Complete any actions agreed in sessions
- Complete the debrief (1 hour)

Total commitment of 15 - 25 hrs over the 6 months.

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INFORMATION FOR MENTEES

Throughout the program, to get the best out of the mentoring process, we ask that you:

- Collaborate with your mentor to establish meeting frequency and expectations
- Prepare for each session by setting clear goals and using the provided Program Agenda documents where useful
- Fill in your Monthly check-in and reflection Diary
- Allocate time for session preparation and reflection
- Celebrate your mentee milestones - small and big wins
- Implement learnings between sessions
- Embrace successes and failures as learning opportunities.
- Maintain honesty and openness throughout the mentoring relationship
- Challenge yourself and actively engage in the mentorship experience
- Prioritise your well-being during mentoring sessions
- Report any legal or safeguarding concerns to the NOWIE team.
- Give your mentor ample notice in case of necessary rescheduling, ideally 48 hours.

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CONFIDENTIALITY, ETHICS, AND SAFEGUARDING

Confidentiality is essential to the mentorship relationship.

Both parties must behave ethically and consider all communications as confidential unless explicitly agreed otherwise.

Exceptions include situations where confidentiality may cause harm, such as risks to individuals' safety or breaches of professional boundaries.

Both mentors and mentees must maintain professional boundaries, this is primarily a working relationship and should be treated as such.

While the program is designed to be virtual, in-person meetings are encouraged where possible. and should occur in public spaces.

DATA PROTECTION

We process your data in compliance with data protection legislation and our Privacy Policy. Refusal to provide certain information or requests for data deletion may impact your participation in the Level Up program.

Contact information or other course materials should not be shared outside of your mentoring arrangement / sessions.

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TERMINATION

Either party may terminate the mentorship relationship by providing written notice to the other party. Please inform NOWIE at hello@wearenowie.org about such decisions.

SUPPORT

The NOWIE team is available to support both mentors and mentees throughout the Level Up process. It is essential that you raise any concerns with us as soon as possible so that we can support you both to get the most out of the program. If you cannot get in contact with your mentor / mentee at any point, please let us know ASAP!

If at any point you want to talk to one of the team, you can speak to the project coordinators via email at hello@wearenowie.org.

Thanks so much,

Freya, Helena, and Sarah
Team NOWIE

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