

# WOMEN in LEADERSHIP

MENTORSHIP PROGRAMME  
2022 PROGRAMME GUIDE



FOR MORE INFORMATION CONTACT:  
Rey-AnnePaynter-Mendez  
332-1702  
[rey-annepaynter@amchamtt.com](mailto:rey-annepaynter@amchamtt.com)

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# WELCOME



To Our New Cohort of Mentors and Mentees,  
Allow me the opportunity to welcome you to the AMCHAM T&T-IDB 5th Women in Leadership Mentorship Programme.

This programme provides a strong and empowering platform to connect many women and their allies from diverse backgrounds to grow, learn, and be inspired by each other.

Mentorship serves a vital purpose in every organisation because it helps elevate opportunities for women in the workplace. Participating in a mentorship programme can help women to find their voice, build their networks, and take ownership of their own personal and professional development. Having the honour to serve as a past mentor in this program, I have gained tremendous benefits from the meaningful interactions with my mentees. The uplifting exchange of opinions, knowledge and ideas have allowed me to grow, evolve and build confidence to hold leadership roles in my own career. This is the dream I have for every woman who desires to be seen and heard as she progresses both in her chosen career and in her life.

When AMCHAM T&T and our colleagues at the IDB started this programme in 2017, we envisioned an opportunity to effect change and create a legacy of female pioneers who will become the female leaders of tomorrow. We haven't lost sight of this dream. I am happy to see this programme continue to grow and evolve because it shows that women are reclaiming their power to want more out of their lives. Therefore, we must make it our priority to provide increased opportunities to support women. I hope the future holds more progress on these issues that ensure women's advancement in the workplace and throughout society.

I want to thank the IDB for supporting this programme and providing sound leadership on these issues.

Finally, to this year's cohort of mentees and mentors, I hope you build lasting relationships that will help you to grow, evolve and learn from each other throughout your mentorship journey.

**Toni Sirju- Ramnarine**  
**President of AMCHAM**  
**Trinidad & Tobago**

# WELCOME



Dear Mentors and Mentees,

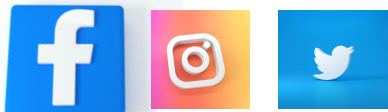
Special congratulations to all the wonderful ladies (and our allies) who are taking this opportunity to learn and share with others. This mentorship journey can be extremely powerful and helps us to find common ground as we learn and grow in organizational spaces which may still be largely dominated by our male counterparts.

Remember that the workplace in which we engage every day has added value because of our presence. By helping each other, we can share the responsibility we have to fulfil our own potential and to act as torchbearers for the women who will follow. The Inter-American Development Bank's collaboration with Amcham TT to host this mentoring programme is representative of this ethos and is also consistent with our developmental priorities for T&T and the Caribbean. Indeed, I am proud to work for an organization which supports gender diversity and promotes equality and balance in leadership and decision making.

I must say thank you to AMCHAM TT and all who help to make this programme possible, including mentors, mentees, companies, business leaders and administrators. We expect that this programme will be sustained serving to strengthen and promote the excellence of women in the workplace and pledge our ongoing support to ensure its continuity. Welcome to this mentorship programme supported by AMCHAM TT and the IDB. I look forward to hearing some of the outcomes from the mentoring partnerships in the coming months!

**Carina Cockburn**  
**IDB Country Representative**  
**Trinidad & Tobago**

**Social media handle: @cnockburnRepTT**



# HOW THE PROGRAMME GOT STARTED

The American Chamber of Commerce of Trinidad & Tobago (AMCHAM T&T) hosted its first annual Women's Leadership Conference in 2014 to commemorate International Women's Day. The event highlighted the social, economic, cultural and political achievements of women and has advocated for gender parity in business and society.

Based on participant feedback from these annual events, AMCHAM T&T realized that more support for women was needed in the arena of mentorship and in 2017, AMCHAM T&T partnered with the Inter-American Development Bank (IDB) to create a pilot programme to provide mentorship to female professionals in four professional areas with low female representation, mainly Science & Mathematics, Technology, Engineering and Economics. In 2018, Occupational Health and Safety was incorporated as part of a continued commitment to adding value to the state of H.S.S.E in Trinidad & Tobago. In 2020, the programme was expanded to include women from all sectors and was facilitated entirely in the virtual space due to the COVID-19 pandemic.

This year 2022, marks the 5th iteration of this programme that endeavors to drive female leadership in industry and commerce in Trinidad and Tobago. As we continue to adapt to the changes brought on the pandemic and head into the future of work, it is important now more than ever for women to have a seat at the table and continue to guide and encourage our women leaders of tomorrow.



# BENEFITS OF MENTORSHIP PROGRAMME



"My experience was very fulfilling and enjoyable. A great mentorship match. My Mentor was vital in helping me align my goals and objectives both professionally and personally. I improved my time management skills as well. I would definitely recommend this programme to all young women."

**Josanne Basanoo**  
**Specialist**  
**MENTEE**

"Being able to serve as a mentor was an incredibly humbling experience. It afforded me the opportunity to reflect and utilize my own experience in the workplace to assist another young female professional who is determined to keep learning and developing herself as a professional and as a person."

**Risa Basdeo**  
**Manager**  
**MENTOR**



"The Mentorship Programme helped me to remain on track with pursuing and achieving my goals. It also helped me to discover what my true passion is and how I can use my skills, experiences and knowledge to help others. My Mentor was able to provide expert knowledge and guidance and I am truly grateful for the experience. Thank you AMCHAM T&T!!!"

**Avian Lake Francis**  
**Administrative Assistant**  
**MENTEE**

# BENEFITS OF MENTORSHIP PROGRAMME



"This was an excellent programme which benefited me as the mentor as much as it helped my mentee. We used the GROW method to help my mentee develop and execute her professional development plan going forward. Time very well spent."

**Geoffrey Abdulah**  
**Director, Acuitas Caribbean Ltd.**  
**MENTOR**

"Although Covid place a damper on the program, the online sessions were great. I could not ask for better. The sessions were enlightening and really got me thinking about my way forward and putting things into perspective. Golda, Dale and Richard were excellent in their sessions."

**Farah Mariyah Ali**  
**Accounting Technician**  
**MENTEE**



"This was a fantastic experience for me. My mentor was full of insight and very open in his sharing of experiences and knowledge. The value that I have gained from this has already made a difference in my personal and professional life. Thank you."

**Sarah McLachlan-Avey**  
**Vice President-Human Resources**  
**MENTEE**





# LET'S GET STARTED

## SUMMARY GUIDE



### Here's what you signed up for?

- A six-month commitment
- An opportunity to meet someone new
- Regular check-ins with your mentee/mentor - we recommend at least twice per month.
- Two webinars on development areas selected by participants

“Mentorship is not about age or title, it’s about action. It’s not about pushing wisdom down from the top down or bottom up, it’s about sharing wisdom all around. A moment of mentorship can lead to a lifetime of impact.”

**-Forbes, Mentoring - The gift that keeps on giving**

The success of this programme will depend on both persons agreeing to clearly defined goals, roles and expectations. Laying the foundation for mutual trust and respect, through open and honest communication by both members of the partnership is crucial and will set the stage for a great mentoring relationship. A sample Mentoring Agreement is provided as Appendix 1.

During this programme the mentee will be required to develop an individual personal development plan in collaboration with her mentor. Each mentee should share with her mentor a brief summary of her goals and style of interaction. The achievement of the milestones identified within the personal development plan should be monitored with honest and respectful feedback being shared throughout the mentorship period. There will be a mid-programme and an end-of-programme check-in with all mentorship pairs.

# WHAT YOU'LL DO?

## Roles and Responsibilities

### MENTORS

As a mentor you are expected to:

- Communicate your expectations of your mentee
- Create a plan with your mentee to achieve milestones on the way to reaching their goals
- Adapt your feedback to your mentee's learning & communication styles
- Share your knowledge & experience
- Manage the framework of the mentoring sessions, & encourage the mentee to take responsibility for the content
- Set realistic timelines
- Be your mentee's cheerleader when they progress toward or reach their goals
- Be consistent & reliable.

### MENTEES

As a mentee, you are expected to:

- Communicate your expectations of your mentor
- Discuss your goals with your mentor & create a plan of how you will achieve these milestones on the way to reaching your goals
- Inform your Mentor about your learning & communication preferences
- Listen & contribute to the conversation
- Take responsibility for your development by fully committing to the programme through attending planned sessions, completing agreed upon actions.
- Set realistic timelines
- Celebrate success & assess any shortcomings
- Be consistent & reliable



# PERSONAL DEVELOPMENT PLANNING

**“The process of creating an action plan based on awareness, values, reflection, goal-setting and planning for personal development within the context of a career, education, relationship or for self-improvement.”**

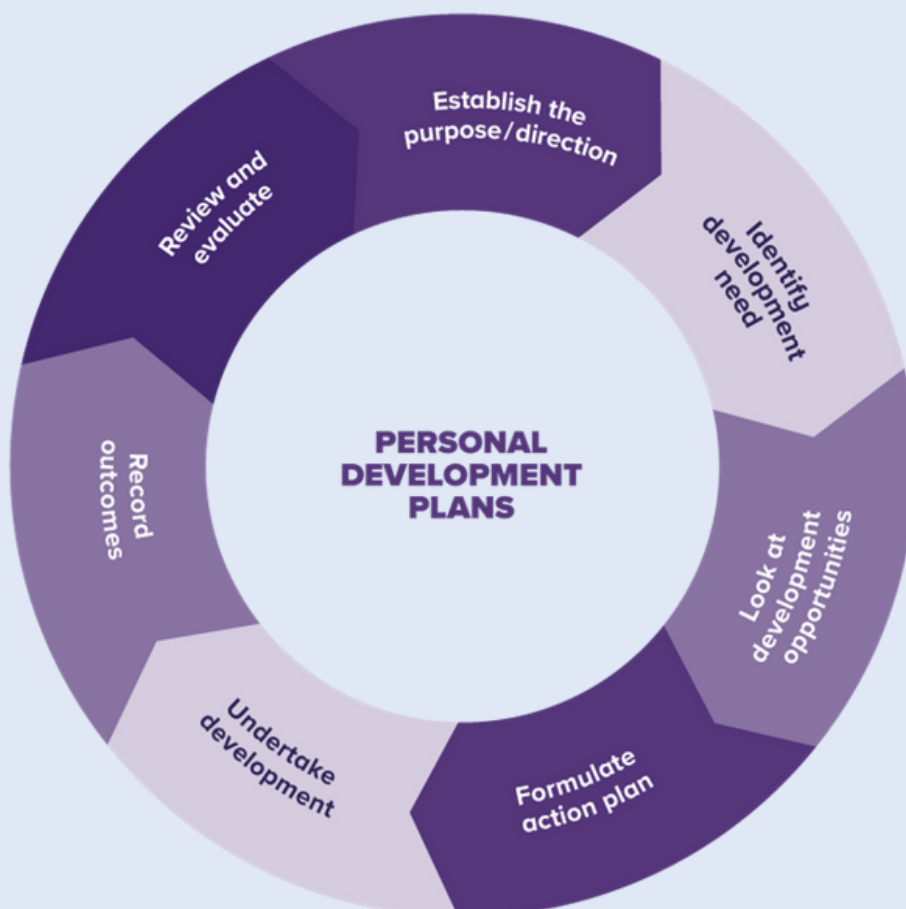
**Justine Chinoperekweyi**



This is a tangible roadmap that highlights the victories and goals that an individual hopes to achieve and typically includes goals in the short, medium and long term.

In this programme, mentees in collaboration with their mentors will create a personal development plan and use the 6-month period to define a clear road to achieve key milestones. These PDPs will be used as a yardstick by which you will measure the impacts and the results of your journey through the programme.

In the Appendix there are some descriptions of models and other resources to help you design your personal development plan.



# WE'RE ON OUR WAY!

**Congratulations on taking the First Step and signing up for this Mentorship Programme!**

**Our past programmes have produced some positive results and we trust that these can be replicated with you. Some tips to get the most of this journey are:**

**Keep your commitment to the program – complete the tasks that you agree to do during the programme.**

**Stay consistent – show up fully prepared to your mentoring sessions and try as best as possible to avoid cancellations. Take responsibility for your development and maximize the guidance and advice from your mentor.**

**In addition, some useful tools have been included in the Appendix that can help set the tone for the engagement amongst this Mentorship pair as well as provide some personal insights on the various areas of your life. We encourage you to use them.**

**Lastly, we wish you a successful engagement and look forward to our planned check-ins during this program.**

**Take Care!**



## MENTORING AGREEMENT

This template should be used as a tool to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This is an informal agreement, that acts as a guide and can be adjusted to suit your individual relationship. The Mentoring Agreement should be developed and agreed to during the first mentorship session.

The following agreement is made between \_\_\_\_\_ and \_\_\_\_\_. We are voluntarily entering into this mentoring relationship which we both want to be a productive and rewarding experience. To minimize the possibility of confusion, we have agreed to the following:

**Confidentiality.** All information and content shared between the Mentor and Mentee shall be treated as confidential. Each party agrees not to disclose or divulge any confidential information without prior consent from the other party.

**Expectations.** It is expected that the Mentor will provide educational and developmental advice and guidance, and both parties will work together to identify the Mentee's personal and professional goals, as well as developing a plan for achieving those goals. It is also expected that Mentors and Mentees will follow all expectations that are established between the mentor and mentee.

**Meetings.** The Mentee and Mentor will meet and talk at least \_\_\_\_\_ at a time and at a place that is mutually agreed upon. Meeting times, once agreed, should not be cancelled unless this is unavoidable. Meetings that are cancelled should be rescheduled. At the end of each meeting, we will agree on a date for the next meeting. Each meeting will last a minimum of \_\_\_\_\_ minutes and a maximum of \_\_\_\_\_ minutes.

**Accountability.** What accountability assurances will be put in place to ensure that we do what we say we will do?

The Mentor agrees to be honest and provide constructive feedback while sharing insight on their own experiences as well. The Mentee agrees to be open to feedback that the Mentor shares and will respect the insight and experiences shared by the Mentor.

# APPENDIX 2

## MENTEE WHEEL OF LIFE

The Wheel of Life represents eight dimensions of your life, including: Career, Finance, Personal /Professional Growth, Health, Family, Relationships, Social life and Attitude. This is a great tool that can be used to help mentor visualize the areas of their life where they may need the most development.

### Instructions:

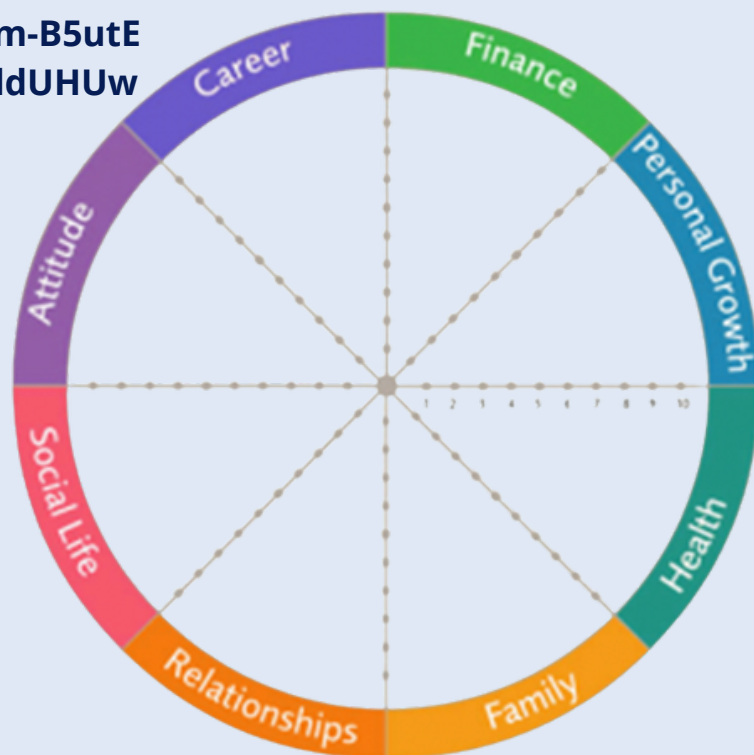
1. Use the wheel of life to assess your level of satisfaction or creative fulfillment in each area.
2. How satisfied are you with your life right now?
3. What does success feel like in each dimension of the wheel? Mark the level of satisfaction you feel in each dimension on a scale of 0 (low) – to 10 (high).
4. Join up the marks around the wheel and colour in the space between the spokes, until you have filled in your wheel. The new perimeter represents the wheel of your life.

Does your wheel of life look and feel balanced? Or are you experiencing a bumpy ride? Consider your ideal level in each area of your life. A balanced life does not mean getting 10s in each life area: It's about a smoother ride. What are the gaps that need attention? What actions do you need to take?

Learn more about how to use the Wheel of Life:

<https://www.youtube.com/watch?v=AoeUm-B5utE>

<https://www.youtube.com/watch?v=nx6ejldUHUw>



# SMART GOAL SETTING

Specific

Measurable

Achievable

Relevant

Timed

S

M

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G

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**Specific** – Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.

**Measurable** – You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.

**Achievable** – Your goals should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.

**Relevant** – This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.

**Time-Bound** – Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers the when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

Learn more about how to develop your SMART goals:

<https://www.youtube.com/watch?v=6sXCByjIMhw>

<https://www.youtube.com/watch?v=yA53yhiOe04>

<https://www.mindtools.com/page6.html>

<p>Goal</p> <p><b>G</b></p> <p>What do you really want?</p>	<p>Reality</p> <p><b>R</b></p> <p>Where are you now?</p>	<p>Opportunities</p> <p><b>O</b></p> <p>What can you do?</p>	<p>Way Forward</p> <p><b>W</b></p> <p>What are you going to do?</p>
<ul style="list-style-type: none"> <li>• What would you like to focus on today?</li> <li>• What's important to you at the moment?</li> <li>• What does your ideal future look like?</li> <li>• What will you be doing in five years?</li> <li>• What new skills do you want to learn or develop?</li> <li>• Where is your life out of balance?</li> <li>• What challenges are you facing at the moment?</li> <li>• What would make you feel that this time has been well spent?</li> <li>• What are you currently working toward?</li> <li>• How can you word your goal in positive language?</li> </ul>	<ul style="list-style-type: none"> <li>• What is working well at the moment?</li> <li>• What do you need?</li> <li>• What excuses have you always used for not achieving your goals?</li> <li>• What have you done so far to improve things?</li> <li>• What parts of your life will be impacted by you achieving your goal?</li> <li>• What is the biggest obstacle you are currently facing?</li> <li>• What does self-sabotage look like for you?</li> <li>• What is your inner critic saying to you?</li> <li>• What fears are present?</li> <li>• What are you passionate about?</li> </ul>	<ul style="list-style-type: none"> <li>• What is your first step?</li> <li>• If you had 50% more confidence, what would you be doing that would be different?</li> <li>• If success was guaranteed, what would you do?</li> <li>• If money was not an obstacle, what would you do?</li> <li>• What action step is the best use of your time at this moment?</li> <li>• If someone else came to you with your obstacle, what would you tell them?</li> <li>• What strengths can you use to move forward?</li> <li>• If you could do only one thing this week, what would it be?</li> <li>• What would you do if you answered to no one?</li> <li>• What is the most efficient use of your time in this moment?</li> </ul>	<ul style="list-style-type: none"> <li>• On a scale of 1 to 10, how motivated are you to achieving your goal?</li> <li>• What will it take to get that motivation closer to a 10?</li> <li>• Whatever your first step is, can you think of anything that might stop you from doing it?</li> <li>• How committed are you to achieving this goal?</li> <li>• How do you want to be held accountable for this goal?</li> <li>• How will you celebrate when you've achieved your goal?</li> <li>• What are you going to do in the next 24 hours?</li> <li>• What will you do when you've achieved your goal?</li> <li>• Who do you need to include in your journey to that goal?</li> <li>• What else do you need to consider before starting?</li> </ul>

Learn more about the Grow Model:

The GROW Model [https://www.youtube.com/watch?v=1fbooiSh\\_bA](https://www.youtube.com/watch?v=1fbooiSh_bA)

How to use the GROW Model <https://www.youtube.com/watch?v=D7U0p-JIqcw>

The Grow Model in Action <https://www.youtube.com/watch?v=6f3X2PEsV-Q>