

EQUALS Her Digital Skills

E-mentoring programme timeline & FAQ's

Please note that:

- **mentors** must send their letters between the Sunday and the Wednesday;
- **mentees** must send their letters between the Wednesday and the Saturday.

Week	Theme	Timeline
1	Introduction	• Jan 22 nd - Jan 28 th
2	Goals & Dreams	• Jan 29th - Feb 4th
3	Personal Strengths	• Feb 5th - Feb 11th
4	Problem-Solving Skills	• Feb 12th - Feb 18th
5	Time-Management Skills	• Feb 19th - Feb 25th
6	Leadership Skills	• Feb 26th - Mar 3rd
7	Teamwork	• Mar 4th - Mar 10th
8	Self-Confidence	• Mar 11th - Mar 17th

Essential FAQ's:

- **What should we discuss?**

Each week has a set topic for discussion based on core soft skills. Whilst you are welcome to discuss other topics too, we ask that you focus on these soft skills as the programme has been designed around the most beneficial soft skills.

Guidance on these topics can be found on the platform within the 'Weekly Topics' tab.

- **Can I share my personal details?**

For the duration of the e-mentorship programme, mentees and mentors are requested to only communicate with each other via the specific channels provided by the Her Digital Skills e-mentoring programme coordination team.

In the Terms & Conditions of participation in the programme, mentees and mentors are requested to refrain from any direct contact with each other outside the framework of the Her Digital Skills e-mentoring programme and the channels authorized by the Her Digital Skills e-mentoring coordination team.

- **Who should lead the conversation?**

As mentors have the experience, we ask that you lead the conversation with the mentee, introducing each new weekly topic and asking thoughtful questions around the subject

- **What should I do if I cannot send my email on time?**

It is incredibly important that you let both your mentoring partner and the coordinator know if you are unable to send your message on time for ANY reason including sickness, work commitments or holidays. The programme is only 8 weeks so we have to ensure everyone shares their messages on time. If you have any questions please email hdsementoring@w4.org

- **What if my Mentee is behind, should I continue writing even if I don't receive any response?**

If, for some reason, you do not receive a reply from your mentor within the allotted timeframe (Thursday-Sunday), our coordination team will immediately contact your mentee to check the reason why and to remedy the problem. In such an instance, our team will send you an update on the situation.

Occasionally mentees may be unable to respond to their mentor in a timely manner owing to connectivity issues or for personal reasons. If this is the case, our coordination team will immediately contact you to discuss the matter and make every effort to ensure that your mentee responds as soon as possible.

However, if a mentee does not send a letter 2 weeks in a row and does not update the EQUALS team to explain their situation, they will be removed from the programme and the mentee will be rematched when possible. The 2-week rule also applies to mentors. These rules are to ensure that all participants can complete the programme.