

## EQUALS Her Digital Skills

### E-mentoring Programme Timeline & FAQs for Mentees

#### January Cycle 2024

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 <sup>nd</sup> - Jan 28 <sup>th</sup>
2	Goals & Dreams	• Jan 29 <sup>th</sup> - Feb 4 <sup>th</sup>
3	Personal Strengths	• Feb 5 <sup>th</sup> - Feb 11 <sup>th</sup>
4	Problem-Solving Skills	• Feb 12 <sup>th</sup> - Feb 18 <sup>th</sup>
5	Time-Management Skills	• Feb 19 <sup>th</sup> - Feb 25 <sup>th</sup>
6	Leadership Skills	• Feb 26 <sup>th</sup> - Mar 3 <sup>rd</sup>
7	Teamwork	• Mar 4 <sup>th</sup> - Mar 10 <sup>th</sup>
8	Self-Confidence	• Mar 11 <sup>th</sup> - Mar 17 <sup>th</sup>

## Essential FAQs:

- **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 dedicated e-Mentoring platform 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 mentors lead the conversation with the mentee, introducing each new weekly topic and asking thoughtful questions around the subject. Mentees are strongly encouraged to try to answer mentors' questions & to ask their mentors relevant questions on the weekly soft skills topic. Usually, your mentor will send you the first letter, starting with an introductory letter. However, in week 1, if you are keen to start the mentoring exchange, you may send your introductory letter to your mentor as soon as you are matched with your mentor.

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

It is very important that you let your assigned online platform coordinator know if you are unable to send your message on time for ANY reason, including sickness, work commitments or holidays. In the event that you cannot inform your platform coordinator, then please inform your local program coordinator.

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](mailto:hdsementoring@w4.org)

- **What if my Mentee/Mentor 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, our coordination team will immediately contact your mentor 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 mentors may be unable to respond in a timely manner owing to personal/professional 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 mentor responds as soon as possible.

However, if a mentor does not send a letter for 2 weeks in a row (which happens very rarely but it can happen) and does not update the EQUALS team to explain their situation, the management team will replace your mentor. In this instance, please do not continue to send your weekly letters until your online platform coordinator has sent you an update and rematched you with a new mentor. These rules are to ensure that all participants can successfully complete the programme.