

Making Moments Matter

Crossroads Conference 2016

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THE UNIVERSITY OF ARIZONA

Commission on the
Status of Women

A photograph of a person sitting on a rocky mountain peak, looking out over a vast landscape of clouds. The sky is a mix of blue and orange, suggesting a sunrise or sunset. The person is in silhouette, and the foreground shows some dark, spiky plants.

**LIFE IS ABOUT
MOMENTS: DON'T
WAIT FOR THEM,
CREATE THEM.**

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Do I Create or Wait for Moments?

- When have I created moments?
- When have I waited for moments?
- What does success mean for me?

Networking

Networking is about meeting people to create a growing web (or network) of connections that you can rely on in the future

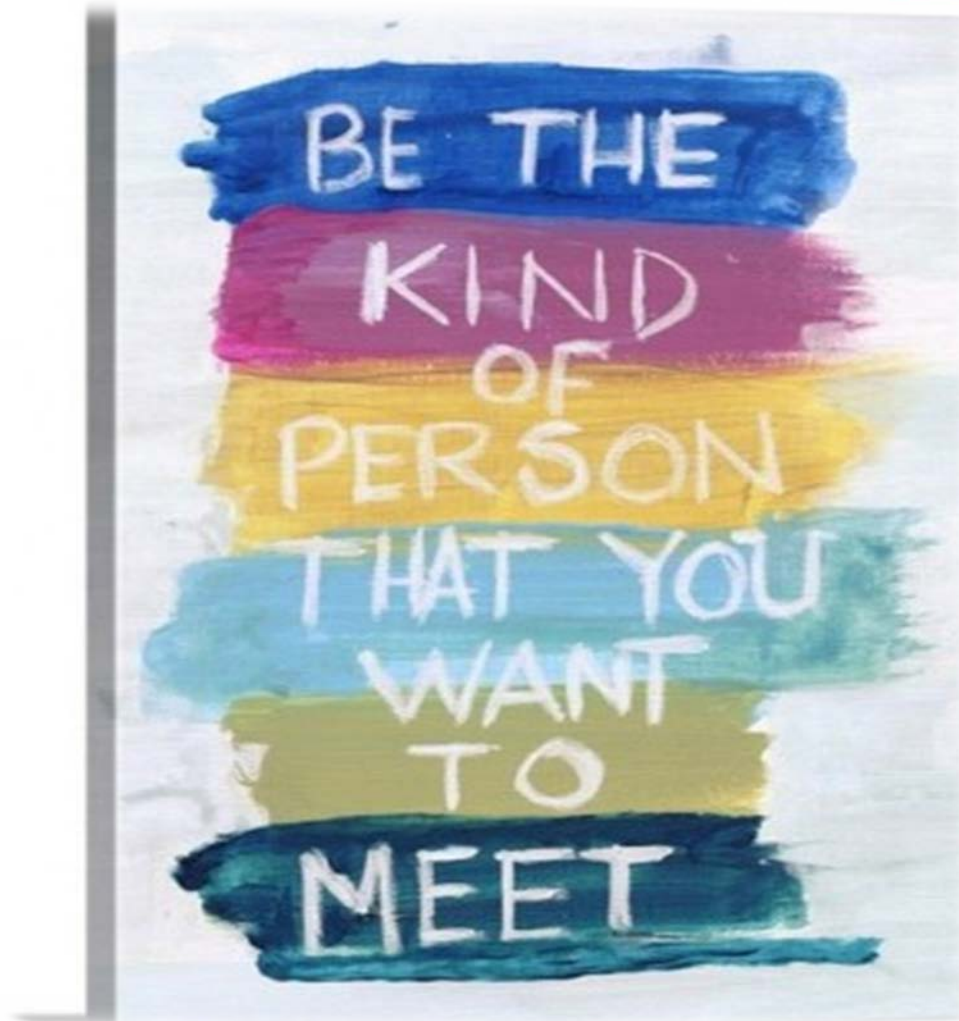


What is Networking?

- Cultivating relationships with others in way that is meaningful to you both
- Building a “bank” of contacts that provides support when you need it (and you help them when they need)
- Creating long term professionally rewarding relationships
- Staying in touch and helping others



Surround Yourself With Winners!





Networking Plan

- Define your objective
- Focus on what you want to achieve and how people can help you
- Make a contact list
 - Who are you trying to connect with?
 - Existing contacts
 - New contacts
- How are you going to meet people?
- What can you offer?



Mentoring at UA

94% of respondents who participated in mentoring relationships found them to be helpful for personal or professional growth

30% of respondents **wrote in** that they would like UA to sponsor a structured mentor matching program

28% of respondents have participated in unsuccessful mentoring relationships

Making Mentoring Moments Matter





Purpose of a Mentor

Mentors may:

- Assist someone new in a position
- Assist someone who has a new aspect to their existing work role
- Empower the mentee
- Enable the mentee to find their own way through a situation
- Be a sounding board
- Offer information (but not advice)
- Provide access to knowledge, situations or networks
- Question or challenge when appropriate



Mentors Advocate and Provide Opportunities

Open doors & Advocate

Nominates the mentee

Provides opportunities and encourages mentee to take risks

Introduction to networks and contacts

Mentees

Grow by virtue of the work you do
with your mentor

The most important qualities:

- Be proactive and take initiative
- Make a plan including goals and expectations
- Ask questions and seek feedback
- Reflect on your goals and career plan
- Plan and set meeting agendas
- Manage Up



Mentoring Plan

1. How will you prepare for meeting with your mentor/ mentee?
2. What can you do to start this relationship on the right foot?
3. What is your plan:
 - ? How often will you meet (following a set meeting schedule)
 - ? How will you utilize the time (have an agenda)
 - ? What strategies will you use to assure that your mentor/mentee is successful



Create Goals

Create an Individual Academic Plan (IAP)
or Individual Development Plan (IDP)

- Articulate
 - Career needs
 - Specific goals
 - Accountability
- Clarify needs
 - Vision and Mission
 - What can mentors help address?
 - Outline and Timeline



Managing Up

A mentee directs and manages the work by:

- Planning and setting the meeting agenda
- Asking questions
- Listening
- Completing assigned tasks
- Requesting feedback



Ways to Establish Trust

- Share appropriate personal experiences
- Acknowledge strengths and accomplishments
- Open and honest communication
- Encourage questions
- Ask for and be open to receiving feedback
- Meet for coffee/tea
- Eat a meal together



Benefits for Mentee

- Increases self-confidence
- Takes more control of career
- Gain confidence to speak up and be heard
- Learns how to accept feedback
- Improves interpersonal relationship skills
- Provides important networking contacts
- Understands organizational culture
- Strategies to overcome setbacks or obstacles
- Career success



Benefits for Mentors

- Opportunity for giving back
- Helping another make positive changes and informed choices
- Build active listening skills
- Share knowledge and experiences
- Strengthen interpersonal relationship skills
- Learn about areas you may want to develop
- Re-energize own career
- Increase in self-esteem, confidence and self-awareness



Making Moments Matter

List 10 moments that have
mattered to you...



What's Next

Let's try it out!

Network with 3+ people within the next month

Find someone (you didn't already know) to be your accountability buddy

Follow up with your buddy:

Share your experiences

Pay it forward



Life Is About Moments

CREATE THEM

DON'T WAIT FOR THEM