

## 1. DRAFT MENTOR/MENTEE MESSAGE (individual email to matched mentors and mentees)



Subject: Introducing you to your mentor/mentee

Dear xxx and xxx

Congratulations – it's a match!

Mentoring is a fundamental part of our Women's Leadership Programme. For mentees, it's a safe space where you can discuss challenges, articulate ambitions, set goals, build networks, and gain confidence. For mentors, it's about playing a part in developing the future female leaders of our business.

### To take things forward, here's what you need to do next:

1. **Mentee** – please contact your mentor and arrange a meeting. You have two hours a month with your mentor – please discuss with your mentor how you might best organise that time.
2. **Mentee and mentor** – please read and sign the mentoring agreement.
3. **Mentee** – please return the mentoring agreement **no later than <enter date here>** to <enter email address here>.

I hope this introductory email is the beginning of a relationship which inspires and energises you both. If you've got any questions, or would like to discuss anything in this email further, please don't hesitate to contact <enter email address here> or <enter email address here>.

## 2. DRAFT EMAIL TO MENTEES RE SURVEY RESULTS

Dear WLP delegates

Thank you for completing the survey earlier this month – thought-provoking stuff!

Wellbeing and authentic leadership were key areas of challenge for many of you – so we will be developing some tailored learning on these areas – look out for a communication coming out shortly which will list these and other key programme dates.

Please find attached to this email your own individual survey responses. I'm sending this back to you so that you can share them with your mentor, should you wish. It's a great way for your mentor to get to know you, your strengths and challenges, so that you can co-create a truly inspiring development plan.

We will be running the survey again at the end of the programme to measure the impact the programme has had on you and identify how we can improve it for next time.

In the meantime, if you've got any questions, or would like to discuss anything, please don't hesitate to contact <enter email address here> or <enter email address here>.