



# **WOMEN IN FCERM GROUP MENTORING PROGRAMME**

# TOPICS

<b>Personal skills: Personal Presence and Confidence</b>	
Aim	Building, creating, and sustaining your personal presence and confidence so you can go out there and do what you need to do brilliantly.
Discussions may include	<ul style="list-style-type: none"> <li>• Building self-belief</li> <li>• Sharing and building on your success</li> <li>• Imposter syndrome and strategies to manage it</li> <li>• Building your “personal brand”</li> <li>• Presenting yourself confidently virtually and in person</li> <li>• The art of saying “no”</li> <li>• Speaking up in meetings</li> <li>• Managing challenging situations and holding difficult conversations</li> <li>• Being assertive</li> <li>• Dealing with and learning from negative comments, failure or setbacks</li> <li>• Networking and how to make it work for you</li> </ul>
<b>Personal skills: Speaking in Public</b>	
Aim	Learning new skills and developing your confidence in public speaking, presenting, and networking.
Discussions may include	<ul style="list-style-type: none"> <li>• Managing confidence and nerves</li> <li>• Imposter syndrome and strategies to manage it</li> <li>• Presenting yourself confidently virtually and in person</li> <li>• Developing and structuring an effective presentation</li> <li>• Being an engaging public speaker</li> <li>• Presenting virtually - dealing with IT failures</li> <li>• Building trust and engaging with an audience</li> <li>• Understanding the audience – presenter relationship</li> <li>• Networking and how to develop your network group</li> <li>• Chairing and Facilitating meetings, workshops and training</li> </ul>
<b>Personal skills: Personal Resilience</b>	
Aim	Understanding and learning new skills to maintain and improve your personal resilience.
Discussions may include	<ul style="list-style-type: none"> <li>• What is personal resilience and how can you build it?</li> <li>• Learning about ourselves: values, personality types, strengths, and motivations</li> <li>• Imposter syndrome and strategies to manage it</li> <li>• Building confidence and self-belief</li> <li>• Importance of asserting boundaries</li> <li>• Understanding and developing our emotional intelligence</li> <li>• Managing challenging situations and holding difficult conversations</li> <li>• Dealing with and learning from negative comments, failure or setbacks</li> <li>• Celebrating, sharing, and learning from success</li> <li>• Building your own Personal Resilience Toolkit</li> </ul>

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<b>Career Progression: How to get ahead in your career</b> <i>(please note there are separate groups for Early Careers and for those more experienced looking for further Progression and Promotion)</i>	
Aim	Sharing advice and experience on looking for, and taking, opportunities to progress your career.
Discussions may include	<ul style="list-style-type: none"> <li>• Learning about yourself: values, personality types, strengths, and motivations</li> <li>• Building your organisational / sector awareness</li> <li>• Matching roles to values and skills</li> <li>• Creating a career plan with goals and actions</li> <li>• Making the most of your current role</li> <li>• Opportunities to develop skills and experiences (job shadowing, job swaps, volunteering etc)</li> <li>• Seeking sideways moves and promotions</li> <li>• Applications, interview techniques and demonstrating you are the best candidate</li> <li>• Building your “personal brand”</li> <li>• Building confidence and personal presence</li> <li>• Personal resilience and growth</li> <li>• Effective networking and building your network</li> <li>• Seeking and building on feedback</li> </ul>
<b>Career Progression: Developing as a line manager</b> <i>(please note there are separate groups for aspiring or new line managers, and for existing line managers)</i>	
Aim	Developing confidence and skills to become an effective, supportive and trusted line manager.
Discussions may include	<ul style="list-style-type: none"> <li>• Management versus technical development versus leadership</li> <li>• Learning about your team: values, personality types, strengths, and motivations</li> <li>• Creating the right team culture</li> <li>• Inclusion</li> <li>• Health, Safety and Wellbeing</li> <li>• Setting goals/priorities for staff and how these are measured</li> <li>• Effective delegation, prioritisation, resource planning and managing expectations</li> <li>• Motivating teams</li> <li>• Managing a dispersed team</li> <li>• Developing people</li> <li>• Managing challenging situations and holding difficult conversations</li> <li>• Coaching conversations</li> <li>• Providing and receiving feedback</li> <li>• Managing appraisals and performance conversations and how to prepare</li> <li>• Managing your time (and your teams’ time) effectively</li> <li>• Managing upwards</li> </ul>

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	<ul style="list-style-type: none"> <li>• Meeting tips and tricks - different formats, engaging a quiet audience etc.</li> </ul>
<b>Career Progression: Becoming an effective leader</b> <i>(please note there are separate groups for new leaders and those working in or towards a senior leadership role)</i>	
Aim	Developing your skills in providing strategic direction, vision, business culture, and leadership.
Discussions may include	<ul style="list-style-type: none"> <li>• Understanding different leadership styles and perspectives.</li> <li>• Thinking strategically</li> <li>• Being visionary</li> <li>• Championing inclusion, health, safety and wellbeing</li> <li>• Engagement and connecting with others</li> <li>• Delivering through others</li> <li>• Setting the right culture</li> <li>• Being accountable</li> <li>• Confident, evidence-based decision making</li> <li>• Problem solving and managing challenging situations</li> <li>• Influencing, persuading, and negotiating</li> <li>• Conflict resolution and holding difficult conversations</li> <li>• Navigating workplace politics</li> <li>• Personal Presence and how to engage with an audience.</li> <li>• Challenging assertively and confidently</li> </ul>
<b>Career Progression: Women in Field Operations - Developing our outdoor skilled workforce</b>	
Aim	Building and sustaining your personal presence and confidence so you can overcome the challenges of a male dominated workforce
Discussions may include	<ul style="list-style-type: none"> <li>• Overcoming the challenges in a male dominated environment.</li> <li>• Building personal presence and confidence</li> <li>• Managing challenging situations and holding difficult conversations</li> <li>• Being assertive</li> <li>• Dealing with and learning from negative comments, failure or setbacks</li> <li>• Personal resilience and wellbeing</li> <li>• What is your career road map and how to achieve it</li> <li>• Influencing and persuading and bringing people along with you</li> <li>• Sharing and building on your success</li> <li>• Networking and making it work for you</li> </ul>

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<b>Work-Life Balance: Being an older woman in the workplace</b>	
Aim	Building confidence to continue your career development and overcome challenges of being an older woman in the workplace
Discussions may include	<ul style="list-style-type: none"> <li>• Work life balance - personal health, caring responsibilities</li> <li>• Developing (and recognising) skills without changing jobs</li> <li>• What barriers might exist - self-imposed or real</li> <li>• Learning from younger colleagues</li> <li>• Networking and making it work for you</li> <li>• Personal resilience and wellbeing</li> <li>• Dealing with and learning from negative comments, failure or setbacks</li> <li>• Sharing and building on your success</li> <li>• Developing your own mentoring skills</li> </ul>
<b>Work-Life Balance: Work-Life balance</b>	
Aim	Sharing advice, support and guidance on how to make the work-life balance work for you
Discussions may include	<ul style="list-style-type: none"> <li>• Flexible working and what opportunities this presents</li> <li>• Knowing your rights</li> <li>• Managing expectations of others</li> <li>• Managing challenging situations and holding difficult conversations</li> <li>• Being assertive and the art of saying “no”</li> <li>• What barriers might exist - self-imposed or real</li> <li>• Prioritising your personal and professional development</li> <li>• Personal resilience and wellbeing</li> <li>• Managing your time (and your teams’ time)</li> </ul>
<b>Work-Life Balance: Part-time working and career progression</b>	
Aim	Sharing advice, support and guidance on how to progress your career and work part-time.
Discussions may include	<ul style="list-style-type: none"> <li>• Learning about ourselves: values, personality types, strengths, and motivations</li> <li>• Exploring flexible working opportunities</li> <li>• Job sharing; how to make it work for you and your team</li> <li>• Managing working routine when part-time</li> <li>• How to have it all - career progression and parenting</li> <li>• Developing (and recognising) skills without changing jobs</li> <li>• Achieving job satisfaction and make the most of your current role</li> <li>• Being assertive and the art of saying “no”</li> <li>• What barriers might exist - self-imposed or real</li> <li>• Prioritising your personal and professional development</li> <li>• Management Skills: Effective delegation, prioritisation, resource planning and managing expectations</li> </ul>