

Mentee Participation Agreement

Dear Applicant

Thank you for applying to take part in the PWN Dublin Group Mentoring Programme 2024 (**Programme**).

Mentoring is the relationship between an experienced professional (**Mentor**) and another person who wants to learn from their experience (**Mentee**). A Mentor provides support and guidance to help the Mentee in their professional development.

The Programme aims to facilitate the introduction of a Mentor and a group premium or corporate members (**Mentees**) of PWN Dublin (**Network**) and produce mutual learning. This collective dimension differentiates the Programme because it emphasises the possibility of collective learning.

The Programme will run over the course of 4 months and include 6 group sessions, each lasting approximately 1.5 hours (**Group Session**). Each Group Session will have a specific theme focused on personal and professional development. Group Sessions are organised by the Mentor and details will be sent to the Mentees in advance (including, the designated theme, time, date and place).

To ensure the smooth running of the Programme, a minimum level of participation is required from both the Mentor and the Mentee. The Mentee is expected:

- To invest and commit to the Programme (including, attending all 6 group sessions);
- To define and openly discuss their individual career goals during group sessions;
- To share experiences for the purpose of shared learning and career guidance;
- To actively participate in each group session (including, focus, no interruptions, time-keeping, use Mentors' time productively, etc.);
- To provide feedback and evaluation as requested by the Mentors; and
- To appreciate the voluntary nature of the Programme and to respect that the Mentor and Mentees are giving up their time to participate in the Programme.

Role of the Mentor

Mentors are responsible for planning the Group Sessions and facilitating the progress of the group by sharing their experiences, successes and challenges in their own professional journey and offering guidance to Mentees (if possible).

Mentors are not employed by PWN Dublin/PWN Global. They do not represent PWN Dublin/PWN Global in any capacity whatsoever, including any views or opinions they may share during Group Sessions or otherwise during the Programme. Mentors have not agreed to provide work experience, job opportunities, review business venture proposals, interview or coach Mentees or participate in extended communication over time, recruit Mentees for open positions at their place of employment, etc. Mentors are not paid by PWN Dublin to participate in the Programme, they are volunteers.

By submitting an application to the PWN Dublin Group Mentoring Programme 2024, the Mentee hereby acknowledges and agrees with PWN Dublin that any guidance received during this Programme is solely for the purpose of reflection. The Mentee agrees that they will not rely upon guidance received during the course of the Programme and/or statements as legal/professional advice or as a substitute for their own independent judgement or professional opinions.

Professional Women's Network Dublin t/a PWN Dublin

Registered in Ireland as a Company Limited by Guarantee, Registered Number: 649124

Registered Address: 26 Dartmouth Road, Dublin 6, D06 FT98, Ireland

Directors: Fiona Carragher | Carina Furlong

Role of PWN Dublin

The sole involvement of PWN Dublin is to assess applications and facilitate the introduction of Mentees and Mentors, where in the discretion of the Network, it believes the Mentee is a suitable candidate to participate in the Programme, (based on the information provided by the Mentee). PWN Dublin may also offer guidance as to the structure of the Programme. However, Group Sessions including their theme, content, location and time are designed and organised solely by the Mentor. PWN Dublin/PWN Global has no further involvement in any Mentor/Mentee or the Mentee/Mentee relationship. It is the sole responsibility of the Mentee to assess their suitability to the Programme and the professionalism of the Mentor/Mentees. PWN Dublin takes no responsibility for the format or contact of any Group Session. PWN Dublin does not guarantee that your applications will be accepted on this or any future occasion. The Network disclaims all liability, to the fullest extent permitted by law, in respect of its assessment of applications and suitability for the Programme, the operation of the Programme, including the Group Sessions.

Confidentiality

The Programme is based on trust. Group Sessions are intended to offer Mentees a safe environment to discuss work-related topics and explore, with the benefit of the combined experience within the group, possible solutions to challenges.

It is likely that by participating in this Programme, the Mentee will receive confidential information about other Mentees (including but not limited to, the identity, workplace, work situations of other Mentees attending Group Sessions). The Mentee is expected to act with integrity and discretion and not to disclose to third parties any information of a sensitive or confidential nature obtained whilst participating in this Programme. By signing this agreement, the Mentee agrees that s/he will keep confidential all information and discussions which occur during the Group Sessions.

Data Protection & Consent

Personal data is any information relating to an identified or identifiable living person including a person's name and home address, job information and other information you provided as an applicant to the Programme.

PWN Dublin will collect and process personal data of the Mentees for the purpose of:

- (i) reviewing and considering your application to take part in the Programme;
- (ii) facilitating the introduction of Mentors and Mentees and developing the Programme;
- (ii) sharing this personal data with the Mentors and other Mentees;
- (iv) sharing this data with volunteers of the PWN Dublin Network for the purposes of facilitating this Programme (including for the avoidance of doubt, if you are successfully placed on the programme, your application form will be shared with your Mentor);
- (v) sharing this data with our outsourced administration resource for administrative purposes;
- (vi) if you are employed by (or a PWN Dublin member having been nominated by a corporate partner of the network), communicating with your employer
- (vii) communicating with you during and after the Programme.

From time to time employers/corporate partners who have paid membership may ask for the names of their staff who participated in the Programme and by this application, you expressly consent to PWN Dublin confirming to your organisation that you applied for and, if successful, participated on the programme (and which year you participated).

PWN Dublin and its volunteers will retain the personal information you have provided for no longer than is necessary to carry out our role as Facilitator of the Programme and keep records of your participation and to contact you regarding the Programme or potentially, if appropriate to ask you for recommendations/endorsements or to seek your participation in a future programme.

Opt-Out

Participation in this Programme is voluntary. Mentees can withdraw from the Programme at any time. If you do so, we ask that you contact us in writing (by email is fine) and inform us and also contact your Mentor, who has given their time and commitment to the Mentees and the Programme. We will be in touch if your application to the Programme is successful!

PWN Dublin, January 2024

Agreement & Consent

By submitting an application, I hereby confirm to PWN Dublin that I have read and understand the above and agree to participate in the PWN Dublin Mentoring Programme 2024 and consent to the collection and processing of personal Data by PWN Dublin and its volunteers, including my application form being provided to a mentor if I am successfully placed on the programme and if requested by my employer PWN Dublin confirming to my employer who is a corporate partner, that I applied and/or participated in the Programme.

I understand that the Programme is subject to a limited number of Mentees and applications will be chosen by the Network based on its assessment of suitability and availability of spaces. By submitting an application, I understand that I am not guaranteed a place on the programme.

Signed: _____
(Mentee)

Print Name:

Date: