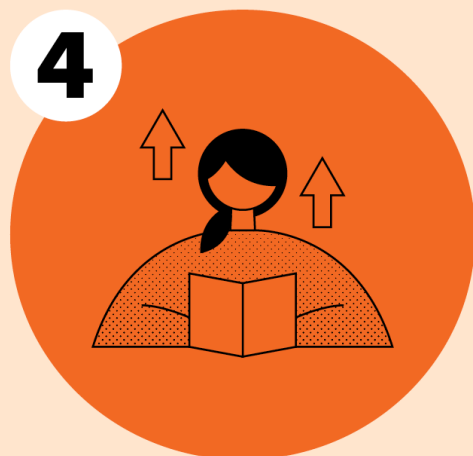


NAWO Mentoring Program: Mentoring Conversation Map

Maximising Your Effectiveness

Five Key Learning Priorities

Future Focused & Adaptive Learning



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Maximising your Effectiveness

- Self-efficacy & goal setting
- Building reputational capital
- Mindfulness & wellbeing
- Growing meaningful networks
- Communicating with purpose



Overview

Maximising your effectiveness comes through the combination of self-efficacy and goal setting, building reputational capital, your mindset and wellbeing, building meaningful networks, and communicating with purpose.

It is intrinsically linked to your 'personal brand' and elements such as 'thoughts, feelings and perceptions' as experienced or perceived by other people.

Developing self-efficacy and building reputational capital is about associating your personal profile with qualities, characteristics and results. In essence – how you can be consistent in what you offer others such as colleagues, leaders, clients, customers or organisations.

Communicating with purpose also explores this across three areas: in person, in writing, and online.

Vision for this Mentoring Conversation Map

Before you start, consider your vision for this conversation. These questions might help you to 'begin with the end in mind':

- Why are you drawn to explore the topics chosen?
- What concerns do you have about tackling the topics?
- What do you want to be different as a result of exploring these topics?
- How will you know/measure that you (we) have achieved this?

Questions to Facilitate Conversation (70%)

These questions contribute to the exploration of **Maximising your Effectiveness**:

- What are your unique abilities and how do you define them to others?
- What would you like your personal brand to represent?
- How do you see yourself vs. how others see you? What do you currently do to understand this?
- What do you do to “reboot” so that the overload in your life does not result in burnout?
- What people do you admire in relation to their ability to stay present and how do they demonstrate it?
- How consistent are you in your personal brand ‘message’ across all three areas: in person, in writing, and online?
- What impact do you consider your current personal brand is having on your work? Your career? Your future?
- How will you find the right people to be part of your support network?
- What support network systems do you already have in place? How do these work for you?
- How will you ensure a mutually beneficial relationship exists with your support network?

Actions or Activities to Enhance Growth and Development (20%)

The following actions and activities can enhance growth and development and support you to maximise your effectiveness:

- Complete a personal SWOT analysis – get to know yourself first.
- Undertake a review of your last few years of performance appraisals – complete a ‘theme analysis’ to identify trends in how you are written about by others.
- Over a defined period of time (e.g. one week), record down all the types of questions that you get asked in the workplace (and other places) that do not relate to your position title. This might give you more ‘data’ about how you are perceived by others.
- Review your personal brand from the viewpoint of in person, in writing, and online. Identify areas upon which you might improve or develop.
- Reflect on the networking relationships that you have – consider how you might grow or expand these, both internally and externally to your current role (e.. identify relevant professional bodies or events that you can join or attend). How might you do this if you work in a remote location?
- Identify the key online tool you are going to use for communicating externally (e.g. LinkedIn, Twitter/X, blog writing etc.) and develop this – either refreshing what you have OR starting from scratch.
- Make three lists: your values, things you like to do, and things you are good at.
- Reflect on your own network – identify a short list of possible people who you might approach.
- Create your own wheel of wellbeing and evaluate how much time you spend in each area; Work, Exercise, Creativity, Family, Learning, Relationships, Social Life, Volunteering/Community.

Research & Development AND/OR Formal Training that Contributes to Development (10%)

The following actions might help you to learn more about maximising your effectiveness. Be sure to review, reflect, explore and apply what you learn with the support of your mentoring partner:

- Undertake a 180- or 360-degree review – get feedback on your personal brand from others. This is more formal than a personal SWOT analysis as you get valuable ‘data’ about yourself from others.
- Talk with other women leaders about their own support networks – learn more about how they have engaged the support and advocacy of others to help craft their careers.
- Strengthen your knowledge about the various roles of coaches, mentors, advisors and sponsors – get online and really understand the scope and boundaries of each role.
- Identify a few people who you feel have strong personal brands – look at how you might meet these people and explore how they have developed in their own personal brands.
- Review a range of TED Talk presenters and identify the traits that make them effective communicators.
- Identify and research any formal training programs that will enhance your communication and presentation skills. Complete a return on investment (ROI) about the potential impact of this formal training on your future personal brand and effect on your career aspirations.