

My Mentor Facilitator



The ultimate one stop shop guide on how to roll out *my mentor* – *challenging women to make it happen* in your organisation!

After working with numerous leading Australian organisations over the last three years **emberin** has now developed the concise facilitator's guidebook. Taking into account the flexibility each organisation needs to roll out *my mentor*, this guidebook has the essential step by step processes you need to follow to manage your internal administration of the program.

my mentor - facilitator contains upfront and simplistic instructions on how to develop a business case for a women's program within your organisation and then helps you market the program internally and select nominees. It also gives you the tools to budget for the program internally.

Critical to the guide is all the communications you will need to motivate and administer your participants including email communications, surveys, a peer discussion guide and teleconference call agenda guide. Full launch and graduation tools are included with specific powerpoint presentations featuring media clips from Maureen Frank.

A highlight of the program is also three specific PowerPoint presentations developed to run more intensive participant workshops during the program. They include workshop exercises and media files of Maureen and the ladies who feature on the *my mentor* DVDs.

Lastly, there are numerous additional resources featured on the DVD to enhance the program experience within your organisation.

What's in *my mentor facilitator*?

- One comprehensive A4 guidebook which takes the *my mentor* administrator on a step by step journey to administering the program internally within your organisation
- One DVD featuring all the word templates, word documents, resources, PowerPoint presentations and video clips you will need!

What is the key content?

- Purpose of the guide
- Overview of all the *my mentor* programs and their benefits
- How to develop your internal gender diversity business case
- A successful *my mentor* framework
- Innovative ways to run the program
- A budget calculator
- Instructions on how to roll out the program
- Overview of how the program works
- Calling for nominations, including nomination forms
- How to market the program, including toolkit
- Communications and surveys during the program
- Launch and graduation tools
- Order Form
- Teleconferences agenda guide
- Peer mentoring guide
- Forums/blog resources
- Other reading resources

Fee \$1950 per kit. (**emberin** retains copyright of the material, but this does enable multiple use of the content within one organisation).

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