

Mentorship Programme Roadmap

This mentorship programme is designed to support INWIC members - female professionals across all levels of the cooling sector, including technicians, engineers, managers, and industry leaders. It provides flexibility for mentees and mentors to focus on technical knowledge (RACHP), soft skills, and/or workplace challenges. Each session can be tailored to a specific skill or professional development aspect, adapted to individual goals.

Programme Structure:

- **Duration:** 3 months (extendable)
- **Recommended frequency:** One meeting per week or bi-weekly (adjustable based on mentee/mentor availability)
- **Customizable focus areas:** Technical knowledge, soft skills, or workplace challenges



FIRST MEETING

CORE MEETINGS



Onboarding and Orientation

1. **Introductions:** Backgrounds, experience, and career aspirations.
2. **Define mentorship goals and focus areas:** Technical knowledge in RACHP, workplace challenges, and/or soft skills such as leadership, communication, etc.
3. **Establish communication preferences** and scheduling format.
4. **Discuss resources**, including mentorship agreement, guidelines and other documents available in the “Resources” area.

Action

- Finalize the mentorship agreement.
- Mentee drafts an initial action plan outlining focus areas, which can be refined over time.



Developing key skills

Mentees and mentors can choose one or more of the suggested areas to focus on:

Technical skills on the RACHP sector:

- Refrigeration and air conditioning systems
- New technologies in sustainable cooling
- Energy efficiency and related best practices
- Installation and maintenance best practices for technicians
- Safety standards and workplace safety

Soft skills:

- Time management & work-life balance
- Leadership and decision-making
- Public speaking and communication
- Networking and career development
- Teamwork and collaboration

Workplace challenges:

- Navigating a male-dominated industry
- Overcoming workplace barriers
- Workplace safety
- Professional growth

Action:

- Mentee and mentor choose the most relevant topics for discussion.
- The mentee takes practical steps to reach his goals.



Applying learnings and career development

1. Reflect on learnings from previous meetings and discuss real-world applications.
2. Identify key areas for improvement and next steps in the mentee's career journey.
3. Discuss potential opportunities for career progression and skill developments.

Action

- Mentee applies key takeaways in their professional environment and receives feedback from the mentor.



Reflection and next steps

1. Review progress made during the mentorship period.
2. Discuss key lessons learned.
3. Identify opportunities for future goals and long-term career development.
4. Consider extending the mentorship or transitioning to a new mentor for continued growth.

Action

- If the mentorship ends, both mentor and mentee complete the programme evaluation to improve the mentorship experience for future participants.
- For the mentorship pairing to extend, please don't complete the programme evaluation form until your relationship ends.