



sisteranalyst.org

PULSAR MENTORING PROGRAMME

Guide Book



About Us



sisteranalyst.org



SisterAnalyst is a Non-profit enterprise established in 2019. Our mission is to equip our community members with essential data and innovative problem solving skills, which are now an essential feature of successful businesses, social enterprises and civic institutions.

We develop creative and dynamic training initiatives that are applied within existing workplace cultures. As such, we run hackathons, workshops, discussion groups and tutorials as supporting learning mechanisms and build upon this through our community-mentoring programme.

PULSAR MENTORING PROGRAMME



is a nine month programme aimed at women and gender minority groups with a desire to enter the rapidly expanding world of data.

The goal of our mentoring programme is to accelerate the personal and professional development of our candidates, inspiring and assisting them to realise their potential through the application of DS and AI in their professional lives.

Motivation



We equip our candidates with a range of data skills, ranging from a practical awareness of the role of data within institutions, to a more advanced level of understanding of Data Science and Artificial Intelligence.

Understanding data, in particular how to read, work with, analyse and communicate with data are the skills that empower people from all walks of life and at all levels of work. Acquiring data skills improves digital literacy. Data literacy and the associated meta-skills are now consequential aspects for all employees, which in turn is crucial for organisational success.

What's the problem?

issue

The primary issue relating to women working in data driven tech related occupations is that they are a significant minority in comparison to their male colleagues. To establish connectivity it's more sensible to enable and encourage supportive networks with each other.

a solution

Women and other minority groups can feel isolated and undervalued within certain working environments, so it's vital to empower people through the provision of forums that offer wider perspectives and supportive frameworks. There are many inspiring stories - relating them can positively influence women as they become aware of the potential for data skills as gateways to future, fulfilling data related careers.

How do we do it



We have partnered with [Quantargo](#) for the Pulsar Mentoring Programme to offer to our candidates **free access** to interactive **online data science courses**.

Each candidate will have a unique opportunity to set up their own Quasntargo workspace and with the help of a mentor select the data science programme most suitable to their needs.



Pulsar's service

With the help of our mentors we are breaking gender barriers and navigating the skills essential for discovering future data empowered careers. By taking practical steps we keep our candidates moving in the direction of becoming data empowered professionals.

Based on the candidates' experiences we assign mentors from Data related communities to develop the necessary skills and practical data experiences. Together they create a friendly, safe, and confidential environment for communication and informal discussions.





Pulsar's approach promoting engagement and collaboration



Pulsar mentoring programme integrates free data science courses helping candidates improve data skills and build an industry-ready portfolio for their data empowered career journey.



Candidates are mentored by data professionals who will guide them and help them keep track of their data learning journey.



The mentor provides personalised feedback and accountability loops, and the required nudges to ensure the candidate's success.



Each stage of the programme is marked as a key milestone by an organised event focused on professional development and networking with peers, business leaders, and industry experts.

Inclusion



Our mentoring programme aims to be inclusive; we are the antithesis of exclusivity, we believe in active engagement, knowledge acquisition and building skills for future goals and milestones.



Structure

The programme lasts nine months and goes through four key stages:

- Stage 1** Getting to know one another and explore areas where the mentee may need support
- Stage 2** Moving forward in helping the mentee identify their needs and finding the ways in which the mentor can help
- Stage 3** Developing a mentoring strategy for achieving the set goals
- Stage 4** Reviewing the progression of the mentoring plan and reflecting on what has been achieved

Through this mentoring programme, we will expose many candidates to data related practices and help them to nurture their interest in applying these practices to their everyday work.



Guide



The Mentoring Programme plan will serve as a framework and roadmap to identify its priorities and to designate roles, responsibilities, and criteria for meeting those priorities. The programme plan will provide a systematic process to carry out the mission of providing lifelong, blended learning and developmental opportunities for our candidates.

Broad roles and responsibilities



A good working relationship requires:

- 1** respect
- 2** self-awareness
- 3** inclusion
- 4** open communication
- 5** trust

Mentor



Mentor shell provide:

- 1 Insight, constructive feedback and encouragement
- 2 A safe environment for taking actions
- 3 Agreed-upon commitment of time

Mentee

A mentee should be committed to professional growth and should be driven to succeed. A mentee should acknowledge the time and effort that the mentor puts into providing support and establishing a relationship. They can do this by showing a willingness to take the initiative in asking relevant questions, responding to the feedback provided and by seeking new learning opportunities. A mentee benefits from this relationship by acquiring personal education and by gaining exposure and opportunities for advancement within the DS and AI community. In this way a mentee constructs a greater awareness of career and personal capabilities and possibilities.



A mentee should be willing to:

- Assess his or her individual needs
- Take the initiative in skill and career development
- Participate in the mentoring relationship
- Develop and utilise the skills of professionalism

Establishing the Relationship



Both sides, the mentor and mentee, should consider their intentions and expectations for the relationship before they even meet.



Mentor: first meeting

Mentor: first meeting

To prepare for the first meeting,
a mentor should:

- Summarise goals and expectations for the mentoring partnership
- List two to three topics to discuss with the mentee
- Consider the logistics of 1-2 hours monthly meetings



Some of the questions a mentor can prepare for the first meeting might include:

- Can you tell me about your background and experience when working with data?
- What gives you the most satisfaction? Frustration?
- How do you like to spend your free time?
- Who do you admire the most or find the most interesting? Why?
- How do you use your data skills on the job?
- Which relevant data skills do you want to develop? How can I help?
- What attracted you to this programme?
- How often would you like to connect?
- Six months from now, how would you like to have grown as a result of this mentoring relationship?
- What one thing can I do to ensure a positive experience for you?
- What should I expect from you?

Mentee: first meeting

Mentee: first meeting

To prepare for the first meeting, a mentee should:

- Consider goals and expectations for the mentoring partnership
- Consider the logistics and frequency of meetings
- Prepare talking points for introductory phone calls

Some of the questions a mentee can prepare for the first meeting might include:

- Have you had past successes in mentoring individuals?
- I'm seeking specific "xyz" skills for my professional development. Can you help me attain them?
- What expectations do you generally have of the people you mentor?
- How much time can you offer?
- How can I plan for our next meeting?



Follow up meetings



Once the match has been made it is important that both the mentor and mentee take ownership of their participation in the programme and agree on:

- where and when the subsequent meetings will take place
- regularity of meetings
- methods of contact
- what would be achievable goals and objectives within the time scale of the programme, i.e. what happens next
- best practice in working towards the agreed aims and objectives

Ending the mentoring relationship

Pulsar Mentoring Programme will automatically end after the nine months.

To get the most out of the mentoring programme both partners, mentee and mentor, will need to make sure that for each meeting

- there is a clear structure and purpose
- carefully consider the content of the meeting
- keep to dates and times set
- enjoy the experience



At the end of the mentoring programme, it is good practice for the mentor and mentee to revisit the original goals and objectives to review all progress made.



Individual plan



The mentor and mentee will determine the final mix of activities for the programme, but they should include:

- 1 goal-setting
- 2 documentation review
- 3 feedback
- 4 evaluation and closure

By its very nature, mentoring is rewarding and valuable for both sides involved. The sharing of knowledge, expertise and insight helps to create more motivated and accomplished professionals.

September 2022

to

June 2023

Time outline

month 1

- Get to know each other, explore similar interests, what each one does
- Have a conversation about what you might want to focus on in terms of the goal for the programme
- Agree a strategy to identify a focus for the goal, if the goal is not identified in this session
- Agree on the most appropriate DS Quantargo course

understand the goals and their purposes

month 3

- Have identified a goal, and a structured approach to reaching it
- Be working through the structured approach, reviewing progress and identifying new tasks at each meeting

reflect on the progress and prioritise

month 6

- Achieve the short-term goal and/or undertake review of progress towards achieving goal within 9-month period

put your plan into action, reflect and refine

month 9

- Complete your data portfolio
- Have an 'end of mentoring' meeting where you formally close down the relationship, reflect on what you've learned and discuss appropriate next steps for other areas of your development.

move on to the next career stage

Communication

It is up to mentors and mentees to determine when they meet, how long for and whether it is a physical or a virtual meeting. They are expected to meet for 1-2 hours a minimum six times within the programme.



Using an online communication platform and through the organised events, the Pulsar mentoring programme provides meaningful online and offline engagement. This enables the building of an influential and vibrant network, that can have a genuine impact across the community.

Mentors

Benefits

Mentee

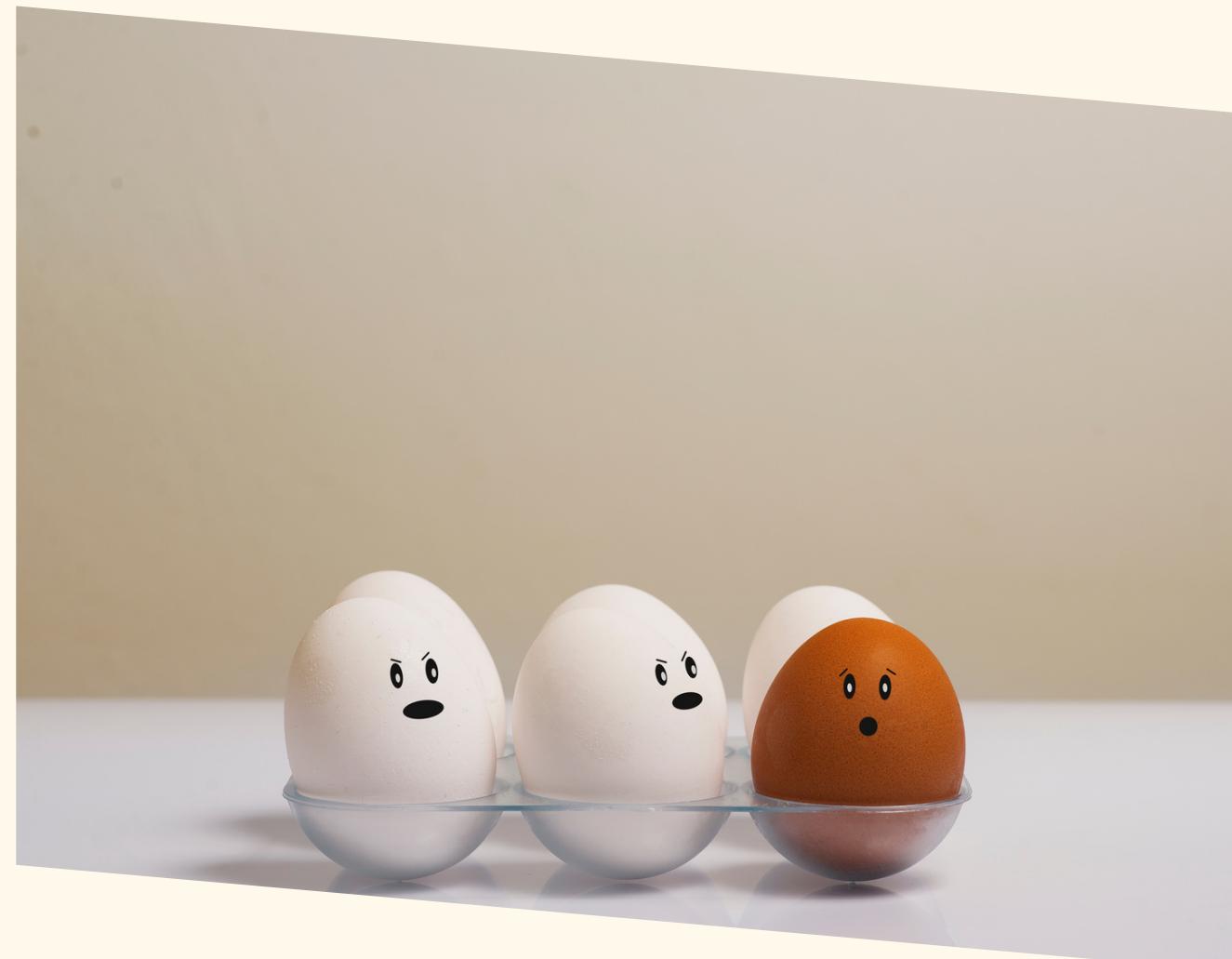
- ability to learn
- self confidence, motivation and communication
- new knowledge source to tap into
- meaningful connections
- collaboration
- building resiliency and adaptability

- develop further communication skills: asking thoughtful questions and practising active listening
 - become a better supervisor by developing effective feedback skills and increasing the level of empathy and emotional intelligence
 - broadening professional network
 - satisfaction at mentee success
-
- increase their organisational reputation

Who is eligible

Women and gender minorities over 18 years of age with priority given to:

- Single Parents on low income
- Long-term unemployed
- Those wishing to return after a career hiatus
- Anyone experiencing problems getting the education needed to find meaningful work, through discrimination or otherwise

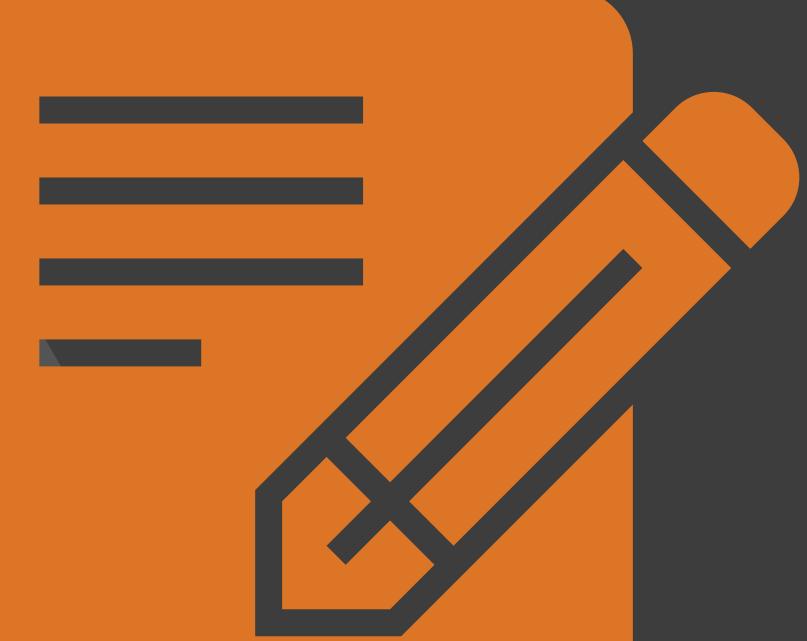


Who can apply

People who recognise the paramount importance of data and its use and are

- Able to commit to the programme for its duration
- Able to commit to all required events and the enrolled DS courses agreed with the mentor
- Willing to share knowledge and return as a mentor or coach

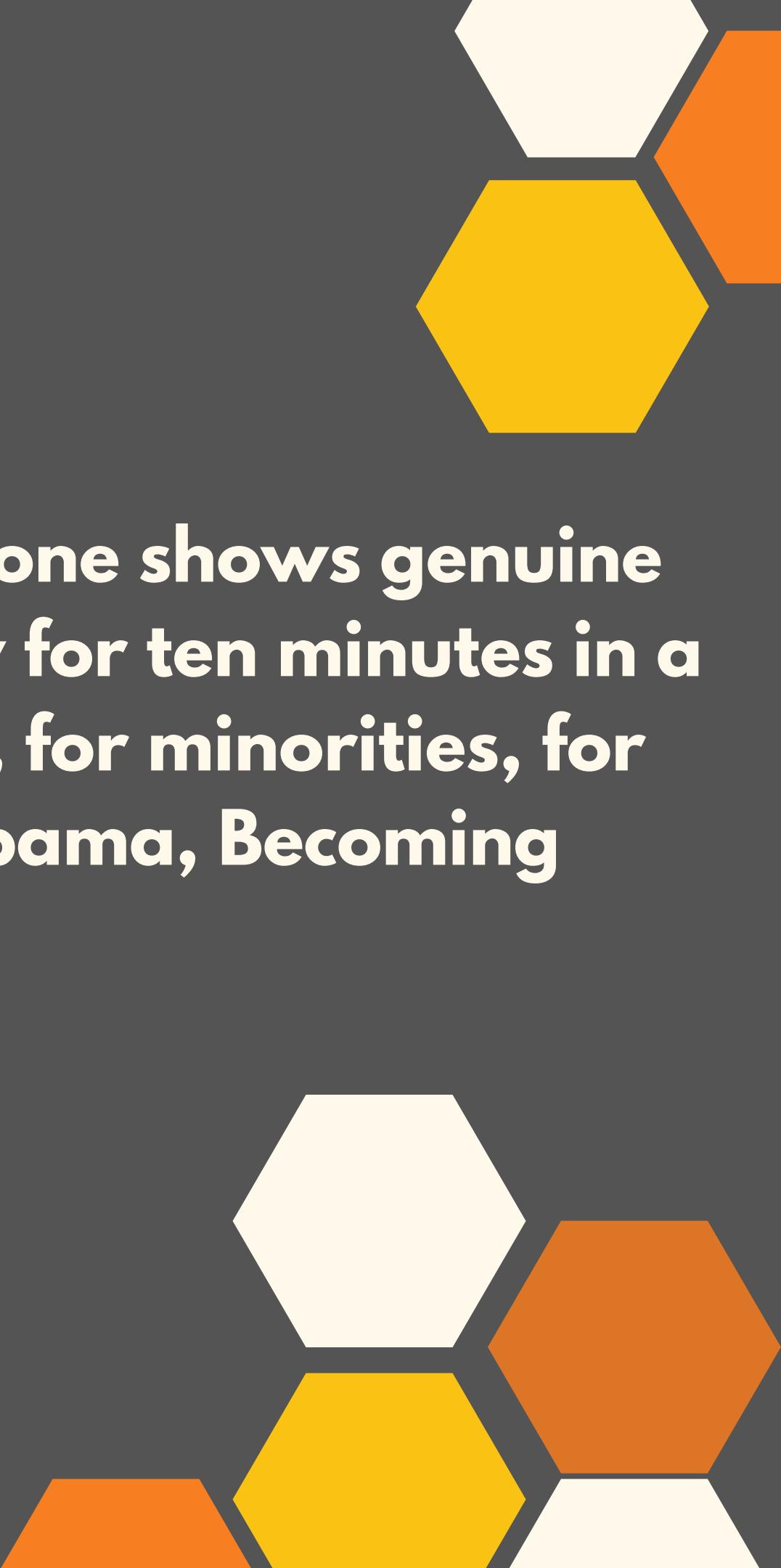
Think you have got what it takes?



application form



“I knew from my own life experience that when someone shows genuine interest in your learning and development, even if only for ten minutes in a busy day, it matters. It matters especially for women, for minorities, for anyone society is quick to overlook.” — Michelle Obama, *Becoming*



You matter



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