



FIG MENTORING PROGRAMME

for Africa 2024

HANDBOOK



Funded by the FIG Foundation

WELCOME

We're so glad you're here

Welcome to all mentors and mentees. We are so pleased that you responded to the call to take part in this FIG Mentoring Programme for Africa. We are sure that this will be a memorable journey in which you will make friends and learn along the way.

This programme is for the African Region only, and is a collaboration between the FIG Young Surveyors African Network and the FIG Africa Regional Network, with financial support from the FIG Foundation. The programme aims at engaging the youth leading to their integration into our professional and workplace structures providing them with opportunities and to promote resilience in the profession.

What is mentoring?

You might be surprised at how much of a two-way process mentoring is – often, the mentee shares a new perspective to the mentor, and the mentor learns more about themselves through the process.

The mentoring process is valuable to both parties involved – the mentor and the mentee. The immediately obvious benefits are that the mentee receives guidance around decision-making, career pathway visibility, and thinking outside the box about what is possible for their short, medium, and long-term future. What is perhaps not as obvious is that the mentor also gains just as much – the chance to reflect upon their own choices and learn new insights that could help them, but also the opportunity to make a real difference in the career, growth, and development of another person.

Mentoring is often reported to be a very fulfilling and rewarding experience, and one which is tinged with fresh inspiration and insights into the industry as seen from the perspective of the mentee, which can be transformational in itself.

Your Programme Committee

It is an honour and a delight for us to have been involved in the creation and running of this programme so we can serve you to be mentors and mentees, to meet new people and make new friends in your professional networks, and to build skills to make your careers more fulfilling and rewarding. We are:



Prof Dr Jennifer Whittal
Director, FIG Foundation



David Elegbede
Chair, FIG Young Surveyors
African Network (YSAN)



Frida Mwangi
Vice Chair, FIG Young
Surveyors African Network
(YSAN)



Angela Anyakora
Chair, Working Group 3-
Generational Sustainability
of the FIG Task Force:
Diversity and Inclusion



Nozipho Madlala
Interim Chair,
South Africa Young
Geomatics
Network (SAYGN)



Olumide Adewebi
Managing Director,
Geosys Nigeria Limited

Programme design

Participants in this programme are drawn from a range of African regions through an inclusive process that aims to pair mentors and mentees in relationships that work in relation to gender, age, culture, and domain of practice. Each mentee is paired with one mentor, while each mentor is paired with a maximum of two mentees.

Participants will engage in a structured programme over a 5-month period. This process began with the application process in March, and will run till the conclusion of the programme in August. The programme includes introductory activities, mentor-mentee meetings to engage on six topics that are relevant to African practitioners, and networking events. All aspects will be conducted online.

The programme is run on the Mentornity software platform. It is tailored to our specific needs in line with the design of the FIG Mentoring Programme for Africa. Applications for participation were submitted through this platform already - participants' login information will be retained. At all stages of the programme, participants will be able to schedule meetings, make notes, reflect on their experience, and provide feedback to the team.

www.mentornity.com

Mentor - Mentee meetings

After the orientation meeting and Mentornity training, everyone in the programme will be acquainted with the general aim of the programme, as well as the acquisition of skills that will help enhance the mentoring experience such as cultural sensitivity and inter-generational sensitivity.

Meetings are held between mentors and mentees every two weeks according to the schedule outlined in the 'Key Dates' section. Mentors are responsible for populating their calendar on Mentornity with time slots in which they are free to meet. The Mentee(s) are then responsible for organising the meeting with their mentor in a timely manner, within the first week assigned to each Session. It is recommended to schedule a recurring meeting time that suits all parties for the duration of the programme.

Third party meeting sites

Any third party meeting site can be used for meetings. Mentors and mentees must agree on the meeting site to be utilized for any particular meeting. When choosing the platform for the meeting, they can choose to enter a URL for the meeting rather than Jitsi. If they have a URL for a WhatsApp meeting, for example, they can enter that URL. The same applies for Zoom, Microsoft Teams, etc.



Creating a meeting link on other platforms

In order to create a meeting link on any other platform, click the respective URL below and follow the instructions:

- **WhatsApp:** <https://faq.whatsapp.com/456694046556486>
- **Zoom:** https://support.zoom.com/hc/en/article?d=zm_kb&sysparm_article=KB0060700
- **Google Meet:** <https://support.google.com/meet/answer/9302870?hl=en&co=GENIE.Platform%3DAndroid>

Easy steps: WhatsApp video/voice

You can meet via WhatsApp video or voice by following these short instructions:

1. Tap the **'Calls'** tab
2. Tap **'Create calls link'**
3. Select your **call type** (video or voice)
4. Tap **'Copy link'** and **'Send link via WhatsApp'** to share the link
5. When setting up a time slot for your meeting, choose the 'Custom' option and paste the link.

Key dates for the 2024 programme

Dates	Programme elements
1 – 14 April	Icebreaker Session: Let's get to know each other!
15 – 28 April	Topic 1: Time and priority management
29 April – 12 May	Topic 2: Working towards certification
13 May – 26 May	Topic 3: Personal and professional development planning
27 May – 9 June	Topic 4: Networking
10 June – 23 June	Topic 5: Volunteerism and professional leadership
24 June – 7 July	Topic 6: Personal brand and visibility
8 – 14 July	Catching up on topics that are not completed and recording of all meetings on Mentornity
15 July	End of programme and submission of evaluation questionnaires
August– September	Assessment of participation, analysis of data and feedback, and issuing of certificates

What to do if there is a problem

If at any time you feel that either party oversteps the expectations of the programme, please contact the organisers for assistance. This may be in relation to not feeling that your mentor or mentee(s) is respecting the expectations of the programme, it may be an interpersonal level of disrespect on moral or ethical grounds, or it might be if your mentor or mentee(s) is experiencing mental health issues which it is not your responsibility to solve.

Other aspects such as physical health of one party may also negatively impact your ability to progress with the programme. Please let us know if you face such challenges.

You can contact the organising team at fig.youngsurveyor@gmail.com at any time.

How the programme will run?

Q: How will you set up your meetings and on what platform? Who manages that process?

A: The mentor takes responsibility to do this. You will set this up on Mentornity. Be sure to link Mentornity to your usual online calendars in your profile. If you all prefer to use another platform, ensure to indicate as such on Mentornity and enter the URL of the meeting link as explained earlier.

Q: Should you make records? What do you have to do after each meeting?

A: On Mentornity you are able to make notes during and after each meeting. There are also some questions that may need to be answered before a meeting and there will always be some reflective questions to be answered after the meeting.

Q: What happens when things go wrong, who can we contact if things aren't working out the way we expect?

A: Life does not always work out as we expect - sometimes there are curve-balls such as illness. Please let the organisers know if you are unable to meet in any two-week meeting cycle so that we can make interim plans where necessary. The email is on the previous page.

Q: What do we do if we miss a meeting?

A: It is advised that you try to arrange your sessions at the start of the two-week period so they can reschedule to the second week if needed. Simply reschedule the meeting if for some reason it does not happen as planned.

Q: How can I start building a working mentoring relationship with my mentor/mentee(s)?

A: There will be a 'Chemistry Session' for your first meeting. This session will help you all to get to know each other. After this, each session is directed with information, links and some questions to think about. The mentor and mentee(s) should read the session information for that topic ahead of the meeting and prepare for the meeting using the questions.

Expectations of Mentors and Mentees

Let's briefly consider some expectations of what this programme is intended to deliver and what it is not intended to deliver:

- This programme is not designed to enhance your technical skills. There are many other ways of achieving this outcome such as MOOCs.
- It is not designed to secure you a job placement.
- It is about developing as a professional and clarifying career pathways, etc.

Other expectations relate to how we communicate with each other. We expect all programme participants to show **mutual respect**, which is key to a successful programme. Aspects to consider when showing respect, especially in the online environment, are the following:

- listen actively (do not engage in other activities when in a mentoring session);
- affirm the other person - if you feel that you have something negative to communicate, use the "positive sandwich" - say a positive thing either side of a negative thing;
- serve each other - whether you are a mentor or a mentee, you are serving the other person with things that you share in these sessions; and
- be kind - show care for each other.

An aspect of respect for the other is **communicating clearly** and in good time. This is particularly important when setting up meetings or arranging to have them rescheduled. Another aspect of respect is **being on time for your sessions**. For both mentor and mentee(s), time is often in short supply. It is important to prioritise the sessions and schedule other activities and traveling so as to be on time for them.

This programme is free - there is no expectation of payment in money or in kind between participants, or between yourself and the organisers.

"A mentor is not someone who walks ahead of you to show you how they did it. A mentor walks alongside you to show you what you can do."

What is the role of mentoring in your career?

The mentor can provide advice or guidance, share stories and experiences of their own, be an advocate or sponsor, be a role model, a challenger, a sounding board to help develop ideas or unearth career direction, or a professional friend.

Similarly, the role of the mentee can take many shapes. The mentee can be a curious early-career professional looking to better understand how to navigate certain situations or what career paths are possible, or someone who would like to better understand their professional goals and leadership style.

As you meet with your mentor / mentee(s), you will get a sense of what is most meaningful for you to be in your role as a mentor or a mentee, and what you can work together to discuss and reflect upon.

Whether you are a mentor or a mentee, it can be useful to set a goal for yourself for what you would like to get out of this programme. This can guide you as you move through each topic, and help you to build a fruitful mentoring relationship.

How to be a Mentor

Key points to remember as a mentor are:

- One of the most powerful things you can do as a mentor is to ask your mentee(s) open-ended questions to help them to uncover perspectives that they may not have had before. An open-ended question is one that doesn't have a 'yes' or 'no' answer but rather taps into thinking about pathways for their career or ideas that they may not have previously considered.
- As a mentor, it can be extremely powerful to tell stories to your mentee(s) about your experiences. These can showcase that you have been in similar situations to the ones that they face, that you have been on a journey to get to where you are today and that they will also go through journeys over their careers too. Sharing your experiences helps the mentee(s) to know that situations they might be facing are faced by other people too, and that a way forward is possible.
- When you are mentoring, it is not your role to tell your mentee what to do - rather, it is your role to use your experience to help to guide your mentee(s) about what things could be useful to think about, and help them to uncover a path that will work for them. While suggesting things for them to think about is useful, telling them what they should do is not.

How to be a Mentee

Key points to remember as a Mentee are:

- Going into a conversation with someone you likely don't know can feel intimidating. That's alright, and normal. You can make the experience as useful for yourself as possible by reading the topic notes on Mentornity before each session, and preparing some questions that you could ask them about that topic. If you run out of topics on that particular topic to talk about, consider having some questions prepared for them about their career journey, how they got to where they are today, what their goals for the future are, or what they've learnt over the course of their career. Curiosity is powerful.
- Sometimes, a lot can be covered in your meetings with your mentor. It can be useful to schedule reflection time immediately after your meeting, or within the few days after your session. This can take the form of whatever you are most comfortable with - whether it's speaking with a close friend about what you learnt (without breaking confidentiality of things shared within the mentoring relationship), journaling dot points about the key learnings you have and actions you want to take, or drawing a mind map of things that stood out for you from the conversation.
- Always remember that a mentor is there to guide you to more consciously shape your own experiences, not to tell you what to do. They are able to walk alongside you on your journey, but the path you take is yours to choose, create and shape.

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A note on CPD

Continuous Professional Development (or CPD) points are usually required by associations, institutes and councils all over the world.

Since each member association has its own methods of accrediting activities for CPD points, you will need to speak to your member association about obtaining recognition for this purpose - the organisers of this mentoring programme will not negotiate this with your member association.

If you have participated fully in the programme, the organisers will provide you with a certificate. This will include a summary of the hours engaged in the programme.

Continuously learning and improving is the only way to grow. Continuous learning helps fully develop natural abilities, and creates a curious, innovative mind.

- Dr Anil Kr Sinha

WhatsApp groups

Whatsapp groups may be set up for mentors and mentees. Joining a group will be voluntary, with all communication supplementary to that through Mentornity. All communication on these WhatsApp groups must be related to the FIG Mentoring Programme for Africa.

The FIG Foundation

The FIG Foundation raises funds to secure a sustainable future for surveyors. Donations finance educational and capacity building projects and scholarships, especially in developing countries and countries in transition, and encourage research into all disciplines of surveying and help disseminate the results of that research.

One of the ways of sustaining our profession is the intergenerational transfer of knowledge, experience and inspiration towards building a stronger future. A mentoring programme is an important way of transferring the institutional memory of the profession, to support the future of the profession, and bring surveyors all over the world closer. It engages the youth leading to their integration into our professional and workplace structures, providing them with opportunities, and promoting resilience in the profession.

Recognising the importance mentoring plays in future-proofing the profession, the FIG Foundation jointly funds the software for the mentoring programmes for the African and the Australia-Pacific regions (the latter run by the Geospatial Council of Australia).



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