BCC EQUILIBRIUM

Dream, Dare and Share!

My Journey
Supporting Women in their Life & Career Paths

Mentoring Programme Info Pack

Patronage:
United Nations Czech Republic & The City of Prague
Thank you for joining The British Chamber of Commerce Equilibrium 2019 programme. We are entering the ninth year of this tremendously successful mentoring programme and we are extremely happy to have you on board!

This brochure will provide all Equilibrium participants with the necessary information, including important dates, contacts, mentoring guidance, ethical codex and answers for some of the most frequently asked questions.

This year’s programme is very rich. We have planned to have four afternoon joint meetings, introducing each time an amazing inspirational speaker who will share their message with you. For mentors, there are three breakfast meetings planned, while mentees can enjoy three group sessions plus joint sessions. Workshops and events are already planned throughout the year; please see the specific dates for all the events in the Programme Calendar inside this brochure.

The purpose of the Equilibrium Programme is to encourage women in business and management positions who are committed to further professional growth.

In addition this programme is aimed to provide support for women, returning after a longer time out of the working environment, for example following parental leave or for those who just want to restart their career. Our aim is to provide you all with individual mentoring to successfully manage your next career steps.

We wish you a wonderful experience.

Marcela Černochová
Managing Director of the British Chamber of Commerce & Steering Committee
I am proud that the British Embassy is this year again supporting the Equilibrium programme. For us, and for me personally, gender equality isn’t a corporate trend or indeed controversial; it is an essential part of the organisation we are and how we treat each other.

I am tempted to leave it there; why would we discriminate on the basis of gender? But since some do, it’s worth reminding ourselves how silly that is. It is unjust. And we all now know that the most successful organisations are those with workforces with a diversity of background and ways of thinking. These are the moral and business cases for equality and for Equilibrium.

Since I arrived here as Ambassador in January 2018, the British Embassy has more consciously made gender equality a core value both within the Embassy and in our interactions with Czech society. Fairness has always been central to what we consider British values, and we’re proud of the role the UK has played in promoting the role and rights of women internationally. Our work here is part of that.

Last year we held three conferences, which shared the experiences of women working in politics, business and science. Away from these high profile events, we supported mentoring schemes for women in business and in scientific research. The Embassy also further integrated gender equality into our own work by introducing an internal mentoring scheme for under-represented groups. We practise what we preach.

So we’re grateful to support the wonderful Equilibrium programme that the British Chamber has developed. Every year of the scheme attracts more applications, to be both mentors and mentees; a clear sign that Marcela and her team have found a formula that works and makes a real difference.

Finally, thanks to you for being a part of the scheme. I hope that it helps you to achieve your aspirations.

Her Majesty’s Ambassador to the Czech Republic,
H. E. Nick Archer
## Programme Calendar – SAVE THE DATES

### PRAGUE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26, 5.00 pm</td>
<td><strong>Equilibrium 2019 Opening Session</strong></td>
</tr>
<tr>
<td>October 29, 9.00 am</td>
<td>1st Mentors’ Breakfast</td>
</tr>
<tr>
<td>October 29, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td><strong>December 3, 5.00 pm</strong></td>
<td><strong>Winter Session</strong></td>
</tr>
<tr>
<td>January 30, 9.00 am</td>
<td>2nd Mentors’ Breakfast</td>
</tr>
<tr>
<td>January 30, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td><strong>March 19, 5.00 pm</strong></td>
<td><strong>Spring Session</strong></td>
</tr>
<tr>
<td>April 28, 9.00 am</td>
<td>3rd Mentors’ Breakfast</td>
</tr>
<tr>
<td>April 28, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td><strong>June 3, 5.00 pm</strong></td>
<td><strong>Closing Session</strong></td>
</tr>
</tbody>
</table>

### BRNO

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 30, 9.00 am</td>
<td>1st Mentors’ Breakfast</td>
</tr>
<tr>
<td>October 30, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td>February 5, 9.00 am</td>
<td>2nd Mentors’ Breakfast</td>
</tr>
<tr>
<td>February 5, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td>May 12, 9.00 am</td>
<td>3rd Mentors’ Breakfast</td>
</tr>
<tr>
<td>May 12, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
</tbody>
</table>

### OSTRAVA

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 6, 9.00 am</td>
<td>1st Mentors’ Breakfast</td>
</tr>
<tr>
<td>November 6, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td>February 6, 9.00 am</td>
<td>2nd Mentors’ Breakfast</td>
</tr>
<tr>
<td>February 6, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
<tr>
<td>May 14, 9.00 am</td>
<td>3rd Mentors’ Breakfast</td>
</tr>
<tr>
<td>May 14, 3.00 pm</td>
<td>Mentees' Workshop</td>
</tr>
</tbody>
</table>
My Story meetings

On 2nd Wednesday of the month an informal meeting will be organised for Equilibrium participants, alumni, friends and fans. Each meeting will feature an inspirational speaker. Come to taste and experience the inspirational atmosphere of our community!

LOCATION:

Art Nouveau Hotel Palace, Panská 897/12, Prague 1, 110 00

TIME:

6.00 pm – 8.00 pm. Registration starts at 5.45 pm.

Please note: Times and locations are subject to change.

ACCOMMODATION:

Should you need accommodation when staying in Prague, use our BCC member discount and make a reservation at Art Nouveau Hotel Palace.

REGISTRATION:

The registration for events is mandatory, attendance without prior registration is not possible. Register for all BCC events via BCC website.
Guidance for Mentoring and FAQ

Mentoring sessions will be an opportunity to share leadership experiences, exchange business stories, stimulate insight, receive honest feedback about skills and behaviour – and overall, it is a two-way learning experience.

Mentoring themes include various topics, such as career development and job-related issues; personal development; how to move between levels in an organisation (exploring how to prepare for the next level and how to operate at that higher level); and how to balance the demands of your work and home life (“Work Life Balance”).

We highly encourage pairs to meet monthly for around two hours. We suggest reviewing the mentoring relationship at three-month intervals in order to reflect on achievements, to ensure the agenda is still relevant, and to assess the mentoring relationship. Before the first meeting, it would be helpful to compile a summary of your career to-date (both mentor and mentee), your development priorities (mentee), and ideas for how your prospective mentor can support them. Entering the mentoring programme is a commitment on both sides, mentee and mentor; to dedicate their time to benefit the most.

Whatever is discussed during the mentoring sessions remains confidential, and will not be shared with anyone outside the “space”, which must be 100% safe.

TIPS FOR MENTEES

- Clarify your values.
- Identify your work style and habits.
- Identify your knowledge and skills gaps, including personal, professional, and skills development.
- What do you want to get out of the mentoring relationship and how will this support your personal development needs?
- What do you want to have achieved/what should be different at the end of the programme?
- How to share and prioritise your objectives; what is your Personal Development Plan?
- Both mentor and mentee should take notes, agree any next steps, and then review progress at the next meeting.
- Be prepared to discuss both successes and learning challenges.
THE 3-STAGE APPROACH

An effective mentoring relationship has been shown to move through 3 stages. Each stage cumulatively builds on the learning from the previous one, and within each stage there are responsibilities for both the mentor and mentee.

Stage 1 – Exploration

During this stage your mentor will be using (open ended) questioning techniques to work through the issue being discussed. You shouldn’t approach the session thinking that the mentor will simply provide the answer. The goal of the process is development as well as reflection for you, and this will only be achieved by working through the issue to make your own judgments.

To benefit fully from this stage, you must be open and honest and prepared to be challenged. You may find that some of the questions relate, for example, to your attitudes, limiting beliefs, or decisions you have made, and some of the questions may be uncomfortable. However, in order to grow personally and professionally, these are issues that support you in your development.

Stage 2 – New Understanding

Having worked through the first stage, the likelihood is that some ‘new understanding’ will be reached about the issue being discussed. This may be a minor change in viewpoint or a major breakthrough in your thinking processes.

Regardless of the size or significance of the breakthrough, during this stage your mentor will work with you to reflect on what you have learned. This will then have an impact on any potential conclusions that may be reached.

Stage 3 – Action

If you have successfully reached a new understanding, the next stage is to agree what actions should be taken. Again, at this point the mentor will not tell you what you need to do. However, they will work with you to identify the possible actions that will resolve the issue.

In order to be fully committed and engaged, actions that you agree upon should be recorded and then monitored through a regular review – or revisited to determine what is stopping you.
TIPS FOR MENTORS - BUILD ON YOUR OWN EXPERIENCE

• Think about what you wish you had known prior to taking on your role.
• Who mentored you (if applicable) and what did you learn?
• Does the person you are mentoring also need coaching, direction, or support?
• Translate the unwritten rules, explain how information is shared and decisions are made in your business.
• Share and reflect on the highs and lows of your career and what you have learnt from them.
• Suggest guidelines for a successful mentoring relationship.
• Both mentor and mentee should take notes, agree any next steps, and then review their progress at the next meeting.
• Be prepared to discuss both successes and learning challenges.
• Your relationship should be open and honest: communicating with each other does not have to be kept to formal meetings.
• Discuss the outcomes and opportunities at the end of each meeting to ensure the process works for both of you.
• Half-way process reflection is recommended.

ROLE of the MENTOR

M anages the relationship
E ncourages
N urtures
T eaches
O ffers mutual respect
R esponds to the mentee’s needs

FIRST MEETING GETTING STARTED

• Plan meeting dates and commit to diaries in advance.
• How often you want to meet, for how long, and where?
• Meeting in person or over the phone, or a combination of both?
• What do you want to know about your mentor’s business and past experiences, about each other in general?
• What where the biggest achievements?
AFTER THE FIRST MEETING

- Please, write an email to Programme Manager Anna Cimburkova
  anna.cimburkova@britcham.cz by the end of October 2019.
- Tell us how you started!

CREATING THE ALLIANCE

- Who wanted you to be here and why?
- Any similar experiences?
- What is the purpose behind mentoring? What is the goal?
- What will success look like / feel like?
- What will be the benefit for you (the organisation?)
- What do you want to achieve in this first meeting?
- How do you see mentoring helping you achieve your goal? What do you hope to get from me?
- Our expectations about how we work and boundaries
- Code of Ethics
- Confidentiality
- How do you learn?

4 P’s

Procedure:
Time of meeting - how often?
For how long do we meet?
Contact in between – by what means / how often?
Accountability? (follow-up / check-in)

Professional:
Role – who does what; responsibilities on both sides; professional background;
and questions for the mentor

Personal:
How we will work together. What if we don’t connect? How do we introduce
each other outside of Equilibrium events (during and after the program)

Psychological:
What might get in your way? E.g. (lack of confidence), boundaries,
worries about handling the situation, etc.
SUMMARY

1. **Desire**—it all begins here. Both parties have to really want to do this or it will never get off the ground, and more likely than not it will be more harmful than helpful.

2. **Chemistry**—the mentor and mentee have to have a ‘chemical’ connection. They have to ‘feel good’ about each other and the style in which they operate.

3. **Respect**—there must be a reason why these two people have been paired up and it should be based on the potential of one, and the past accomplishments of the other. Each party needs to be made aware - up front - of the other’s qualifications, which will then become the foundation for a growing, mutual respect.

4. **Trust**—a trusting relationship provides the environment to be creative, to have an open mind, and to allow a deep and frank conversation that fosters change. Trust is an ongoing and evolving thing. It must be nurtured in each and every interaction. It can be as fragile as fine crystal and just as hard to repair once broken.

5. **Time**—if you don’t have the time to dedicate to this exercise, then don’t do it. It will end up hurting you both in ways that may have far-reaching consequences.

6. **Ability to communicate openly**—if you can’t talk to each other openly, you will never be able to realise the full potential of the relationship.

7. **Integrity is the cornerstone**—there can be no hidden agendas or a desire to make someone a ‘mini-me’. Both the mentor and mentee must be ever-so vigilant as to not betray the other’s trust by (ab) using information or the relationship with the mentor or mentee in a way that is inappropriate.

8. **Dedication to learning**—this process teaches the mentor as much about him or herself as it does the mentee. Many times it’s not a matter of providing the right answer to a question; it’s more about providing the right question to answers being formed. Dedication to learning is what drives this process in its highest form.

9. **Self-pace**—don’t rush. Everybody learns and assimilates information at different speeds and in different ways. Be sensitive to each other in this area, and do what feels right. Don’t be forced into an artificial timeline.

10. **Have fun! This is a wonderful journey and it should be enjoyed.**
SUGGESTED OBJECTIVES FOR MENTEES

Here is a list of suggested objectives for the programme; it is not meant to be either exhaustive or prescriptive:

- Build wider industry knowledge
- Expand business knowledge
- Learn how to plan strategies and visions
- Raise profile within the company
- Gain feedback on own presence and profile from senior management
- Challenge own working styles/ideas
- Develop new alliances-expand network within and outside the company
- Strengthen technical skills
- Enhance awareness of differences, e.g. minorities, culture, gender
- Expand leadership skills
- Strengthen communication/inter-personal skills
- Persuading people to share the leader’s ideas
- Receive candid feedback about skills, experience, and behaviour
- Implementing chance or innovation and getting business done
- How to manage hierarchy

RECOMMENDED PREPARATION FOR YOUR FIRST SESSION:

It is recommended to write down your top three objectives for 2019. These goals shall be based on the programme objectives above, identifying 3 SMART objectives (i.e. Specific, Measurable, Achievable, Realistic and with Timescales), and share them with your mentor.

Your Objectives (as specific as possible, how will you know you have reached the objective):

1

2

3
MENTORING GUIDELINES

The BCC is committed to maintaining and promoting excellence as well as to providing a 100% safe space for mentees and mentors alike. Therefore we want to encourage all participants to adhere to these principles and guidelines

AS A MENTOR, I:

- Maintain the strictest levels of confidentiality with all client information unless release is required by law and make sure my mentee understands the limits of confidentiality.
- Carefully explain and strive to ensure that, prior to or at the initial meeting, my mentee understands the nature of mentoring
- Have a clear mentoring service agreement with my mentee before beginning the mentoring relationship and honor this agreement. The agreement shall include the roles, responsibilities and rights of all parties involved.
- Refrain from unlawful discrimination in occupational activities, including age, race, gender orientation, ethnicity, sexual orientation, religion, national origin or disability.
- Strive at all times to recognize my personal issues that may impair, conflict with or interfere with my mentoring performance. I will promptly determine the action to be taken, including whether it is appropriate to suspend or terminate my mentoring relationship whenever the facts and circumstances necessitate.
- Seek to be conscious of any conflict or potential conflict of interest, openly disclose any such conflict and offer to remove myself when a conflict arises. I will set boundaries and review with stakeholders conflicts of interest that may emerge between mentoring and other role functions. (Conflict of Interest: A situation in which a participant has a private or personal interest sufficient to appear to influence the objective of his or her role in the partnership)
- Do not enter any sexual or romantic relationship with current mentee. The same holds true for my support staff and/or assistants and thus – if needed- I will take the appropriate action to address the issue or cancel the engagement in order to provide a safe environment overall.
- Respect the client’s right to terminate the mentoring relationship at any point during the process, subject to the provisions of the agreement. I shall remain alert to indications that there is a shift in the value received from the coaching relationship.
- Encourage the mentee to make a change if I believe the mentee would be better served by another mentor or by another resource and suggest my client seek the services of other professionals when deemed necessary or appropriate.

SOURCE / BASED ON:

ICF (international Coach Federation) Code of Ethics
Only to be used for BCC Equilibrium mentoring program 2019
Steering Committee

Marcela Černochová

Marcela began her career as a director of an organization devoted to wildlife conservation - the Czech Otter Foundation, where she worked for almost ten years. For five years, she worked at the Ministry for Regional Development and for most of her time there she focused on introducing modern management methods and strategies. In the years 2012 – 2013, she participated a one-year humanitarian mission to Haiti with Caritas Czech Republic. She has served as the Managing Director of the British Chamber of Commerce since January 2013.

Jan Bubeník

Jan Bubeník is the founder and Managing Partner of Bubeník Partners. He has spent the past 20 years placing expatriates as well as local C-level executives into top positions in companies in the Czech Republic and internationally. In addition to his executive search business activities, he has participated in management audits and other consulting projects for major regional corporations. Jan studied Pediatrics at the Charles University Medical School in Prague and Economics at the University of Colorado at Boulder. He is serving on the Boards of the YPO Gold Czech and Slovak Chapters. Jan is married and lives with his wife and 4 kids in Prague.

Lucy Hughes

Lucy joined the Foreign and Commonwealth in 2002. She has worked on a series of foreign and security policy issues, including Counter Terrorism, Asia Pacific security, and EU foreign policy. She joined the British Embassy Prague as Deputy Head of Mission in August 2018. Lucy was previously posted to Washington, DC, where she headed the Asia policy team working with both the Obama and Trump Administrations, and to Beijing, where she led UK engagement on human rights in the period up to the Beijing Olympics. Lucy is married and has three sons aged 11, 8 and 5, who live with her in Prague.
Brigitte Lintner

Brigitte has a 30 year back ground in the Financial Industry (Risk Management and HR) as well as 10 years of Business Coaching, Mentoring and Coach Supervision (being credentialed by the International Coach Federation). Brigitte runs her own coaching business in Prague - focusing on working with clients in transition, middle management, talents, addressing Change and Stress management issues, Cross Cultural questions and emotional agility.

Brigitte, being Austrian by birth, having lived in the US and since 1999 in Prague has extensive experience in working with intercultural topics and enjoys working with people of various generations, strongly believing in the power of perspectives across generations (reverse mentoring). Brigitte is fully fluent in German and English, can also work in Czech and to a limited extent in French. She has been an active member and mentor for Equilibrium since 2012, is part of the Steering Committee and enjoys supporting various non for profit organisations.

Scott Marlowe

Scott is Director of Human Resources at Česká spořitelna, a member of the ERSTE Group. Since 2017, he has been actively engaged in transforming the bank’s organization to become customer-focused, digitally driven and magnetic for top talent. Prior to joining the bank, Scott spent 19 years at the global consulting firm Hay Group. He led the firm’s business in the Czech Republic, Slovakia and Hungary, partnering with leading local and international companies to ensure their organizations are equipped to deliver their strategies.

Scott holds a degree in Philosophy and Political Science from the University of Vermont. He also studied at the Charles University in Prague. He speaks Czech fluently.

Kristin LaRonca Parpel

Kristin LaRonca Parpel is an executive coach and consultant. She owns her own company, KLP Coaching, which offers executive coaching, leadership workshops, team facilitation and women’s programs. Prior to becoming an executive coach, Kristin spent over a decade in executive leadership roles in the advertising industry both in Prague (as CEO of Wunderman) and in New York City (as Global Director of Marketing Services at Euro RSCG Worldwide).

Kristin studied psychology at the University of Harford in CT, USA. She is passionate about empowering her clients to define their own success and happiness and then creating a plan to make it happen.Kristin is mentor is several programs aimed to empower women and she previously served as a Corporate Council member at Vaclav Havel’s Forum 2000Foundation and as an advisory board member at UNICEF, CR.Kristin is passionate about people, diversity and travel.
Eva Shaw

Eva Shaw is Founder of Centre-bridge Executive Search and HR Consulting and Board Member of the British Chamber of Commerce in Prague. She is responsible for executive search internationally with a strong focus over the last 10 years for appointing senior leaders for roles based in Europe, CEE, Asia Pacific and LATAM for blue chip international companies and private equity / VC firms and their portfolio companies. She has extensive experience in building leadership teams and creating a strong board presence for start-up companies globally. She has worked in the field of executive search for the last 20 years and prior to founding Centre-bridge she worked for Lansdowne international focusing on senior executive search focusing on CEE, Russia and CIS for 10 years. Prior to that Eva spent 8 years running her own research consultancy providing senior level executive search support to key international executive search firms globally. Eva started her career initially in market research before moving to executive search where she spent 12 months with Nicholson International and 3 years with Heidrick and Struggles based in both Prague and London. Eva is a British / Czech national and is fully bilingual English Czech and speaks fluent French. She holds a BA Honours degree in French, Spanish and International business from South Bank University, London.

Vera Budway-Strobach
– HONORARY MEMBER

Vera Budway is Senior Coordination Adviser on Gender Issues at the Organization for Security and Cooperation in Europe (OSCE). Before joining the OSCE at the beginning of 2019, she spent over 10 years as Chief Diversity Officer in Erste Group Bank AG, in Vienna, Austria and Head of Diversity and Inclusion in Erste’s subsidiary in the Czech Republic Česká spořitelna (Czech Savings Bank) where she built up Erste Group’s first comprehensive Diversity & Inclusion Program “Diversitas”.

From 1997 - 2005, Ms. Budway served as Senior Political Advisor on Democratiza- tion, Cross Border Cooperation and Economic Development to multilateral develop- ment organizations in Vienna, Brussels and Geneva. She received Master’s Degrees in Political Science and International Relations from Georgetown University (Washington, DC).

In addition to her committed work for the OSCE, Ms Budway is an active member of Rotary International Vienna (President 2018-19); and serves on the boards of directors of the Open Society Prague and the Institute for Stability and Development. She was Chairwoman of the British Chamber of Commerce’s Working Group on Diversity and CSR, and is a founding member of the Austrian Chapter of the International Women’s Forum (IWF) and served on its Board as Treasurer and Vice-President.
Hot Line Contacts

What if….

The chemistry does not work?
One of the two partners cannot be as committed as expected?
Expectations of each other are not met?
Ground rules are not followed?

Please do not hesitate to contact us - we need to know about the issue in order to address them in a timely manner - we are always ready to help!

Programme Manager:
Anna Cimburkova
+420 770 105 910
anna.cimburkova@britcham.cz

Hot Line Contact:
Brigitte Lintner
+420 724 221 605
lintner.b@gmail.com
Follow us!

How to stay in touch with us?

Please do follow us on Facebook, Instagram & LinkedIn when we often post various articles, videos or interviews. Do not hesitate and share our posts or photos from your meetings with mentor/mentee straight away!

Popular hashtags!

#britchamcz  #EquilibriumByBCC  #EquilibriumIsGreat

British Chamber of Commerce Czech Republic
@BritishChamberPrague
@EquilibriumbyBCC

British Chamber of Commerce CZ
@britchamcz

British Chamber of Commerce in the Czech Republic

All events of the Equilibrium Programme are for free. To visit BCC events, enjoy the benefit of Equilibrium and register under member price! You can register to all events via our website: www.britcham.cz.
Partners of Equilibrium 2019

Main partners:

British Embassy Prague

ČESKÁ spořitelna
Partners of Equilibrium 2019

Partners:

ABB  ABSL  ADP  ASSESSMENT SYSTEMS  avast  ČESKÁ

DIAMOND CLUB  ECCO  e.on  EY  Building a better working world  gsk  

HSBC  CHOCO CAFE  Rodinná cokoladovna  KB  Lindt  Master Swiss Chocolatier since 1845  Prague Airport  

SOCIETE GENERALE  Equipment Finance  SIEMENS  Ingenuity for life  TESCO  vodafone
General Partners:
Česká spořitelna & British Embassy Prague