

## INFO & FAQ'S

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We're a mentoring programme with a big mission - to connect the best of the industry together to make it better. Read on.

### WHAT IS ELEVATE?

Our mentorship programme has been designed with a specific goal in mind - to support and inspire people within the events industry.

Whether you're just starting out, a CEO, a creative director, a venue manager or a budding production assistant - we believe that you should be given the support to realise your ambitions.

### HOW IS IT MANAGED?

The programme is run and managed on a voluntary basis and we have some incredible mentors from across all sectors of the industry who have pledged their support.

### WHAT'S IN IT FOR ME?

As a **mentee** you can expect support, advice, guidance and opportunities to help you build and develop your career - wherever you are on your journey.

As a **mentor** it provides development and learning opportunities as well as great personal satisfaction as you have the opportunity to contribute, share knowledge and reconnect to different levels of the industry.

### WHO CAN JOIN?

The programme is open to any person who works in the events industry in any capacity and at any level. All you need to do is apply via [elevateme.co](http://elevateme.co) and fill in the application. Applications are open from November-January each year.



# Elevate

## HOW LONG DOES IT RUN?

An Elevate Season runs from February to July, although this can be extended if both mentor and mentee agree and equally it can be shorter if you decide to work differently.

## WHO ARE YOUR MENTORS AND MENTEES?

Mentors have been selected from across the industry and are all at varying levels of their career. What they have in common is their valuable wisdom, knowledge and contact base and a desire to support others in the industry.

Our mentees are event professionals with a desire to succeed and make their mark on the industry and are committed to their personal and professional development.

## WHAT HAPPENS IF WE DON'T GET ALONG?

If you find that the pairing doesn't work as expected, please come back to us and let us know and we'll try and find a new mentor / mentee for you.

Please just be aware that it might take us a while to set up a new pairing.

## AND IF WE DO "CLICK"?

We recommend you set up regular one hour meetings in a setting that works for you. We recommend an hour each month with a short catch up in between but the format and logistics are entirely up to you.

We'll provide you with some key documents to use to track your sessions, plan for success and get the most out of the mentoring experience.

At the end of each season we'll send both the mentor and mentee a survey and ask you to feedback your thoughts on the programme and ask if you would like to extend the mentorship to another 6 months.

It's probably a good idea for you to discuss that together in your final session to agree how you would like to move forward.





### WHAT SUPPORT AND TRAINING DO YOU PROVIDE?

We will provide a number of documents to help you including:

- Guide to getting the most out of your mentoring
- How to set the agenda for your sessions
- Goal setting ideas
- Tracking and review documents
- Effective mentoring skills
- Mentoring hacks and cheat sheets

There is also a pre recorded training video for mentors with an overview of key skills to being an effective mentor. If you need extra support at any time just ask!

All these documents and training videos plus a whole lot more can be found on our content hub. You will be sent details of how to access this content when you have confirmed you have both connected.

### WHAT TOPICS ARE COVERED BY THE MENTORING PROGRAMME?

Our mentors can support your professional development within the industry and can support in key areas such as:

- Career progression
- Confidence
- Presentation skills
- Negotiation skills
- Conflict management
- Leadership
- Returning to work after a career break
- Work life balance
- Communication skills
- What it takes to run a successful business
- Team recruitment
- Creativity within the industry and how to sell your idea
- Managing life as a freelancer

This list is not exhaustive. Our mentors have wide and varied expertise, if you need help with something that isn't listed here, or can help with something that isn't covered - let us know.



### **THERE ARE OTHER MENTORING PROGRAMMES AVAILABLE - HOW IS THIS PROGRAMME DIFFERENT?**

There are many amazing programmes out there already doing great work, but we saw there was a gap in the support offered.

Elevate is unique in that it's designed with a mission to support Event Professionals, of any gender, background and level across the industry.

### **WHAT WILL I GET FROM IT?**

As a **mentor** you will have many opportunities. You'll be able to contribute to the industry and advance your own personal development and leadership skills. You'll broaden your network and we honestly believe you'll learn a thing or two about yourself and the key issues in the industry too.

As a **mentee** you'll have the opportunity to learn from someone who has already taken your path, who has experience in the field and in relation to the path you wish to take.

It's an opportunity to have someone to speak to as a sounding board outside of your current organisation.

You'll be able to discuss your plans and sanity check them with someone who has more experience and get first hand advice and guidance.

### **WHY DO YOU RECOMMEND A MINIMUM OF 6 HOURS?**

We feel that it's a fair commitment for you to make. It enables enough time to build a connection and provide support without being too demanding.

If at the end of the season you both wish to continue, then we encourage you to do so.

### **DO I HAVE TO BE TRAINED TO BE A MENTOR?**

You don't need specific training to be a mentor, however there are a few things that will make you a stronger mentor.

- 1. Listen more than you talk:**  
active listening means listening to hear what your mentee is really saying rather than listening to answer.
- 2. Provide anecdotes and stories:**  
If you have examples of an appropriate story or anecdote that can give your mentee some insight share it - but avoid presenting your solution as the "right" solution and help the mentee come to their own decision that's right for them.
- 3. Ask open ended questions:**  
These type of questions allow the mentee to really consider their options and the situation they're in. They facilitate a lot more learning and independence to take place.



**DO I NEED TO PROVIDE CONTACTS (AND SHOULD I EXPECT THAT?)**

No it's not mandatory and no you shouldn't expect it. However, if you feel it's appropriate to share a contact or two because it could help your mentor or mentee, by all means go ahead.

It's one of the many benefits of broadening your network that you meet and get connected with new people.

**IS THIS CONFIDENTIAL?**

Absolutely. This is crucial. Confidentiality allows an open and honest discussion to take place and protects both parties' interests.

If there is any breach of confidentiality, we will take this very seriously.

We also have a 'no poaching' rule in place. Please respect this rule.

**DO WE HAVE TO MEET FACE TO FACE?**

No. You can meet in whatever format works for you on VC or on the phone.

**WHO SETS UP THE MEETINGS?**

The mentee **always** sets up the meetings. They should contact the mentor within 10 working days to set up the initial meeting. If your mentee hasn't contacted you within that time please email us and we will follow up and re-allocate you a new mentee if we have one. We're very strict about this.

The mentee is responsible for setting the agenda for each meeting that you have together and for setting actions at the end of each meeting.

**WHAT IF I DON'T KNOW WHAT TO ASK?**

The fact you have reached out for a mentor usually means you're looking for some kind of support or guidance with something.

Start with what your goal is and what you'd hope to achieve and move from there. Sometimes if you really are stuck asking your mentor to share their own story and how they got to their position is a great place to start and give you ideas.

We expect you to respect both your time and your mentors' time, only seek a mentor when you're truly ready and able to take the opportunity seriously.

**IS ELEVATE ASSOCIATED TO ANY AGENCY OR INDUSTRY BODY?**

No. We're running the programme independently, but with the support of the industry.

# Elevate

## HOW DOES THE PAIRING PROCESS WORK AND HOW LONG WILL IT TAKE?

The online application is designed to gather as much information about you as possible.

Once this is complete and applications close, we spend two weeks reviewing all the applications and making the pairings. We'll then send you an introduction email and it's then up to the mentee to contact the mentor within 10 days to set up the first meeting.

Our commitment is to pair the right mentor with the right mentee.

## I ALREADY HAVE A MENTORING SCHEME AT WORK, CAN I APPLY?

Yes. All we ask is that you're clear on what you hope to get from Elevate that you don't already have access to so that you can make the most of the opportunity.

## IS ELEVATE RUN FOR PROFIT?

No. We're three passionate people who love our industry and see a need for support. We also know there are incredible people within the industry looking for a way to contribute.

We're hoping to provide a platform for that!

## DO I HAVE TO ATTEND THE LIVE EVENTS?

The simple answer is 'no'. However, in all the feedback we receive we're told that networking and building a community is a high priority. The live events are a key component of the mentoring programme as you get the chance to meet other event professionals from across the industry.

We share dates at the beginning of the programme and we strongly encourage you to block them in your diary.

What you get out of the programme is directly linked to what you put in.

## WHAT IF I HAVE MORE QUESTIONS OR FEEDBACK?

We see there is a real need for this programme and we hope to build the programme further to incorporate networking and other events, but we'd love your feedback thoughts and suggestions.

We hope to inspire and enable the talented event professionals out there to reach their potential and drive this industry forward.

Drop us an email, we love to chat!  
[info@elevateme.co](mailto:info@elevateme.co)

Or get in touch with Mel, Max or Pete directly.

[max@elevateme.co](mailto:max@elevateme.co)  
[mel@elevateme.co](mailto:mel@elevateme.co)  
[peter@elevateme.co](mailto:peter@elevateme.co)