

NEWS UPDATE



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Editors letter:

ISSUE 2 MAY 2004

TIPS FOR TIME MANAGEMENT

Do you manage your time well? or do you feel that you are always in a rush, racing at breakneck speed from one task to the next? Some tips, quotes and books on time management to help you regain control of the various aspects of your life.

MENTORING WORKSHOPS: LEARNING TOGETHER

With the mentoring workshops now complete, the participants can now be matched into their individual mentor and mentee pairs, allowing the mentoring relationship to begin.

MENTORING HEROS

Three books that you may like to read as you embark on your mentoring relationship which cover the mentoring experience of others, the benefits of mentoring and learning by your mistakes from the CEO of Hewlett-Packard.

WOMAN REACHES THE TOP OF THE HOUSING LADDER

An inspirational achievement; 48-year-old mother of three Kate Davies was recently appointed as chief executive of Notting Hill Housing Group, one of England's top 10 housing associations.

INFORMATION EXCHANGE

This is where we would like to see some feedback from you. What's on in the area, when and where. Sources of information and ideas & comments from the readers.

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TIPS FOR TIME MANAGEMENT

It is a widely recognised assumption that women in general are better than their male counterparts at both time management and multi-tasking. We are used to juggling the roles of wife, mother and employee. Our attention is pulled in many directions and sometimes even the most organised cannot catch all the balls! Some tips for successful time management;

- Prioritise – block out time
- Avoid pinching time
- Be disciplined
- Have clear goals
- Don't take on more than you can handle
- Plan ahead
- Empty your in-tray
- Switch off e-mail notices
- Use ICT tools effectively
- Clarify meeting purposes
- Say no
- Take a break, evaluate your workload
...in the morning – stand back
- Make a to do list
- Get a cleaner
- Go away on your own
- Relax in a hot tub
- Change your attitude

Quotes on the subject of managing time;

Balance 'Time is more than just a work issue; it's also a life issue. The way you spend your time defines the life you live'. Douglas. M. (1998) P. 6

Dear All,

Welcome to the second edition of the High Achieving Women newsletter!! Can I take this opportunity to announce that Andrea Wigfield gave birth to a baby girl on Sunday the 16th May. Congratulations Andrea!

Thank you so much for your continued involvement in the project and also for your support and enthusiasm in both the training and mentoring sides of the project. It is really nice for me to meet you all on such frequent occasions!!

We are now a third of the way through the HAW training modules, with the next module being 'stress management'.

I do hope that you are all enjoying the training package, please keep in mind that any comments or suggestions will be well received.

The mentoring side of the project is now also up and running, with all the training sessions being completed by both mentor and mentee groups. Thus the journey begins, Marina and Yvonne are now in the process of matching mentees with mentors. Details about the mentoring process and what happens next will follow shortly as participants will be very soon receiving their welcoming pack.

Thank you once again for your support with the project, I will look forward to meeting you all very soon. Please send your feedback and ideas for the next issue to k.stubbs@sheffield.ac.uk by the 25th June.



Best Wishes

Katie Stubbs
Project Co-ordinator

Quiet Time 'Everyone needs some quiet time to get important work done'. Douglas. M. (1998) P. 136

Top Tips...Analyzing 'The way you think you spend your time and the way actually spend your time are rarely the same. Don't guess, make sure you know'. Douglas. M. (1998) P. 1

Paperwork 'There are only four things you can do with paper: dump it, delegate it, do it or delay it.' Douglas. M. (1998) P. 109

'Our self time management was a guide to a personal approach to managing your time, life and self in a way that will give you what you need in all the roles you play.' Roesch. R. (1998) P.XV

Your Desktop 'Move everything off your desktop before for a fresh start, then put in order by only retaining the things you need every day. Roesch. R. (1998) P.61

And further reading on this important subject;

Douglass. M. (1998) **A.B.C. Time Tips**
New York: R.R Donnelley & Sons Company

Olliver. D. (1994) **Prioritize your time** Great Britain: Kogan Page

Roesch.R. (1998) **Time Management for Busy People** United States of America: R.R. Donnelley & Sons Company

MENTORING WORKSHOPS: LEARNING TOGETHER



Mentoring Workshop for Mentors 4th May 2004, Rotherham

All mentoring workshops for mentors and mentees have concluded and the team was delighted to hear the positive responses of the workshop participants.

The training days proved to be a success and both mentors and mentees are ready to commence in a couple of weeks!

The main learning outcomes of the workshop included discovering more about the mentoring process, exploring assumptions and the understanding of the mentor/mentee role.

The workshop also allowed participants to explore their assumptions regarding the stereotypes of a mentor and mentee. These are some examples of the excellent drawings that were produced during the session!

"I found it stimulating and useful"

"Thoroughly enjoyed the session, could have happily carried on the discussion"

"Approachable and interactive"

If you are a mentor, do you identify with this?



As a mentee, do you see yourself in this picture?



MENTORING HEROS

The dictionary definition of a mentor is 'A wise and trusted counselor or teacher'.

Scarcely mentioned in previous decades, mentoring has now become one of the most popular and effective methods of developing people.

Mentoring is an intimate and personalised approach to learning, with primary focus given to the acquisition of the largely intuitive skills, allowing allow people to operate effectively at higher degrees of management or in a wide range of different situations.

As you enter into your mentoring relationships you may be interested to take a look at the following books;

Mentoring Heroes: 52 Fabulous Women's Paths to Success and the Mentors Who Empowered Them

Author: **Mary K. Doyle**

Summary: Fifty-two women tell their stories about how they attained excellence in both professional and personal development through the support and guidance of mentors. In addition each of the women describe how they have passed on the gift of mentoring to others.

R and R for Mentors: Renewal and Reaffirmation for Mentors as Benefits from the Mentoring Experience

Author: **Stevens, Nancy H**

Publisher/Source: Educational Horizons (Spring 1995): 130-137

Date of Publication: 00/00/1995

Book web address: <http://www.awsem.org>

Summary: The author reports the results of her own research on the benefits of mentoring relationships for mentors.

I have learnt from mistakes

Author: **Alison Maitland**

Publisher/Source: Financial Times

Date of Publication: 2003-11-20

Summary: Carly Fiorina tells what it is like to be chairman and chief executive of Hewlett-Packard. There is no particularly male or female way to lead. There are common elements of leadership and common stresses of being a CEO that both men and women can understand. I have never felt the need to act like a man or look like a man. I am proud of being a woman. During the \$19bn merger with Compaq, I learnt that I had underestimated in many ways the people of the company, their appetite for change and their ability to do hard things. And I learnt that sometimes you have to go slow to go fast.

WOMAN REACHES THE TOP OF THE HOUSING LADDER

Kate Davies was recently appointed as chief executive of Notting Hill Housing Group, one of England's top 10 housing associations.

Her appointment demonstrates that there is no glass ceiling to the promotion of women in the housing sector. "Today's board members are themselves more diverse and open to the skills that women and black people can bring," she said. "Sometime the only glass ceiling is in people's heads - boards can't appoint women if they don't apply. Women need to have the confidence and support to apply."

A 48-year-old mother of three, Ms Davis, is rapidly climbing the career ladder in the housing sector. As a former housing director at both the London borough of Bexley and Brighton and Hove city council, this is her fourth senior job in the last eight years.

Ms Davies is currently chief executive of Servite Houses, which is also based in west London. She takes up her new role in July.

Read the full story on the [Guardian Unlimited](http://www.guardian.co.uk) web site. www.society.guardian.co.uk/housing/story/0,7890,1206994,00.html

INFORMATION EXCHANGE

Tutor wins award Northern College Tutor Catharyn Lawrence, is to be presented with an award by David Blunkett on Saturday 22 May 2004. Catharyn was nominated for the award from SPELL (Supporting People into Employment and Lifelong Learning) by learners 'who really do appreciate her help, dedication and support of their learning'. Catharyn is the Work-Life Balance Project Co-ordinator at the College. She has been developing a new and innovative pilot training course since September 2002. The project which has been funded by Objective 1 and the Learning Skills Council was last week nominated for a New opportunities award by the NIACE who promote Adult learning.

Training Opportunity in Malta

You are invited to come to Malta and follow one of the courses that you can find on www.trainingmalta.com through the European Commission's Grundtvig 3 programme. When you apply through the mobility grants of the Grundtvig 3 programme the flight, accommodation and course is completely paid by the Commission. You simply have to apply on a specific form and send it to your national agency. All the instructions are found in the website www.trainingmalta.com

Training courses include:

- Multicultural Teaching for Women of All Ages
- Ethics in the use of ICT for Women Trainers
- Gender Leadership
- Qualities in Human Resource Development Entrepreneurship For Women

Target group:

Teachers, teacher trainers, careers officers, educational guides and counsellors, inspectors headteachers /principals/managers of schools/organisations offering adult education, other (paid or voluntary) management staff in the institution/organisation, non-teaching administrative staff, members of students/teachers councils in adult education, other.

Useful reading

Lindenfield. G. (2001) **Assert Yourself** London: Harper Collins

Peters. T. (1995) **The Pursuit of Wow** London: Macmillan

Free Venue Finding Service for female friendly travel Safety when travelling alone can be a major issue for women. S4V is offering a special free service to women travellers to make their trips as secure as possible. They make sure no lone female traveller is given a ground floor bedroom and that the rooms provided have security locks emergency quick-dial to reception and preferably a peephole in the door so that any callers can be screened. Tel 0114 2490084 email Sandra@s4v.co.uk website www.s4v.co.uk

Sheffield Chamber of Commerce Pre Local Election Question Time Albion House Tues 25th May 1.00 - 2.30pm A chance to meet and question the 3 local party leaders in the run up to the full elections for a new City Council. The leaders of the Labour, Liberal Democrats and Conservative parties will join the chairman Alan Powell of the Sheffield Telegraph. Tel 0114 201 8930/38 or email carol.haselden@scci.org.uk

Doncaster Chamber/Business Link South Yorkshire Women in Business Lunch "Body Talk at Work" Speaker: Judi James Castle Park Conference and Function Centre 11th June lunch served at 12.15pm.

Judi is well known for writing regular columns for the Mail on Sunday, Heat Magazine, B Magazine and 19. She has written 6 novels and 8 non-fiction titles, and is a regular on TV shows like Big Brothers' Little Brother and Fame Academy. Judi's presentation will cover information and tips on both sending and receiving body language signals. members £ 20 +VAT and non-members £ 30 +VAT. Tel 01302 341000 email sskinner@doncaster-chamber.co.uk

Women into Public Life Event, The Northern College Barnsley, Thursday 17th June, 9.30 - 3.15pm

To hear a range of speakers talk about their experiences of the health service, schools, the law, and politics and about the training opportunities for women interested in getting involved in public life. The event is free, childcare can be provided and there will be a buffet lunch. Closing date for applications is Mon 14th June 2004. Tel Isadora Aiken 01709 515880 email isadora.sywdt@btconnect.com

If you know of any organisations or information that would be of benefit or interest to other HAW update readers please let us know for the next issue. k.stubbs@sheffield.ac.uk

Thank-you for taking the time to read this issue, we hope that you found it useful.



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