SAV Ladies’ Group– Mentoring Program

The objective of this program is to establish a platform for discussion, and supporting younger actuaries on how to best evolve in a professional environment. This program is aiming at pairing women from different companies, by providing the mentees the opportunity to discuss areas of interests and challenges with a more senior actuary.

Who is it for?

**Mentees** should be actuaries with **up to 10-15 years** of experience, who are looking at addressing areas of interest and at developing their careers. By joining the program, you will have the opportunity to discuss your topics with a more senior actuary, who will share her experience with you, and help you find your way forward in your current situation.

**Mentors** should be actuaries with **more than 10 years** of experience, preferably with line manager experience. Mentors should agree to spend 1-2 hours per month on a mentoring meeting (preferably face-to-face if possible) from January 2022 until December 2022. By joining the program as a mentor, you will have the opportunity to get to know younger professionals and use or develop your mentoring and coaching skills.

**New this year – Junior Mentor**: We are looking for actuaries or Mentees (with 5-10 years of experience) who are also interested in being a Mentor for less experienced women (0-4 years’ experience). By joining the program as a Mentee and a Mentor, you will be able to gain insights for the next steps in your career, as well as engage with the most junior members of the actuarial workforce to help guide them through their first professional experiences and their path to becoming a qualified actuary within SAV. Mentors should agree to spend 1-2 hours per month on a mentoring meeting (preferably face-to-face if possible) from January 2022 until December 2022.

How should a mentoring session look like?

Before or during the first session, the following information should be shared:

**Mentee**: Bio, expectation of mentoring, professional ambition, topics of discussion;

**Mentor**: Bio

**Both**: Agree on frequency and format of meetings

The mentee should **come to the sessions prepared** and raise a topic that she would like to address (potentially sending topics of discussion in advance). Once both the mentor and the mentee have a clear understanding of the situation and of the area that require support, the mentor will support
the mentee by helping her find a possible way forward to her situation. This could be of the form of:

- supporting the mentee in developing a solution by asking questions to lead her to potential ways forward,
- discussing alternative solutions,
- sharing own experience with the mentee, or
- pointing to resources that could be of help (experts, books, forums, networks, etc.).

Mentor and mentee shall treat all information shared confidentially.

Roles & Responsibilities

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<tr>
<th>Mentor</th>
<th>Mentee</th>
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<tr>
<td>● Act as a role model, counselor, advisor, challenger</td>
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<td>● Agree to spend the time and involvement to provide support (at least 60 min per month)</td>
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<td>Responsibilities</td>
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<td>● Get a good understanding of the mentee's situation and challenge;</td>
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<td>● Provide constructive feedback;</td>
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<td>● Support mentee in finding alternative solutions;</td>
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<td>● Support the development of a professional network;</td>
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<td>● Handle requests for support in a timely fashion.</td>
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<td>● Accepts responsibility for own decisions and actions;</td>
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<td>● Recognize time and commitment of the mentor</td>
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CPD Points

Up to 5 CPD credits can be credited for the mentoring program, for both mentees and mentors. The time and credits are to be booked under “General Professional Development”.

As CPDs may be audited, a log with the following information should be kept: name of your mentor/mentee, date of meetings, list of points discussed.
Contact Persons

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