

Order № \_\_\_\_\_

Approved Date \_\_\_\_\_

by the **Chairman of the Board**  
of the **JSC M. Narikbayev**  
**KAZGUUU University**

**REGULATION**

**WOMEN'S MENTORING CLUB**  
**MAQSUT NARIKBAYEV UNIVERSITY**

Reg. No. 0020/25

Ex. No. \_\_\_\_\_

APPROVED:

FIRST DEPUTY  
CHAIRMAN OF THE BOARD

G. KUDAIBERGENOV

DEPUTY  
CHAIRMAN OF THE BOARD

A. KARBOZOVA

PROVOST (RECTOR)

S. PEN

HEAD OF THE LAW DEPARTMENT

M. KRUSHINSKY

DIRECTOR OF DSHR

A. KUSAINOVA.

Astana, 2023

## Preface

- 1. ENTERED:** Department of Strategy and HR (Kusainova A.Zh.)
- 2. APPROVED** by order of the Chairman of the Board of KAZGUUU University No. \_\_\_ dated “\_\_\_” \_\_\_\_\_ 2023
- 3. DEVELOPER:** Director of the Department of Strategy and HR Kusainova A.Zh., Senior lecturer of the Higher School of Economics Marasulova A.O.
- 4. CHECK FREQUENCY:** 1year

This regulation on the Women's Mentoring Club cannot be fully or partially reproduced, replicated or distributed without the permission of the Chairman of the Board of KAZGUUU University.

## **1. General provisions**

1.1. The MAQSUT NARIKBAYEV UNIVERSITY Women's Mentoring Club (hereinafter referred to as the Club) is a unique opportunity for Club participants to receive personal recommendations and experience from successful employees of JSC M. Narikbayev KAZGUUU University (hereinafter referred to as MNU).

1.2. The purpose of the MAQSUT NARIKBAYEV UNIVERSITY Women's Mentoring Club is to support female students and employees of MNU in developing leadership skills, increasing motivation and strengthening confidence in their own abilities and potential.

1.3. The objectives of the Club are:

1.3.1. providing a platform for female students and employees of MNU where they can share their experiences, receive advice and mentorship from more experienced women, to successfully overcome life's challenges;

1.3.2. providing information and recommendations on stress management methods, supporting the psychological health of female students and employees of MNU;

1.3.3. exchange of experience and assistance in creating connections with successful women professionals in various fields;

1.3.4. increasing awareness of gender issues and equality;

1.3.5. support for female students and employees of MNU in the implementation of women's initiatives;

1.3.6. providing information and guidance to help determine career goals;

1.3.7. helping MNU students and employees develop leadership, communication and time management skills so that they can successfully realize themselves in various areas of life;

1.3.8. assistance and support to female students and employees of MNU in taking the first steps in implementing projects that contribute to the improvement of the position of women in society.

1.4. Members of the Club are mentors and participants of the Club.

1.4.1. Membership in the Club is voluntary and free of charge.

## **2. Mentors**

2.1. Mentors can be MNU employees who have a high professional level, work and leadership experience, and a desire to share their knowledge and skills with other women;

2.2. Mentors have the right to refuse a registered participant.

2.3. Mentors must provide feedback to Club participants (mentees).

- 2.4. Mentors have the right to use their Club membership status, presentations and other materials on a paid basis, subject to association with MNU.
- 2.5. Mentors, having the authority of mentors, have the opportunity to invite experts and specialists as guest lecturers who can bring additional knowledge and experience and provide participants with additional knowledge.
- 2.6. Mentors assist in the career and professional growth of participants (mentees).
- 2.7. Within three days, after receiving information about the participants (mentees) from the Club Administrator, the mentor must contact the participant(s) (mentees).
- 2.8. Mentors have the right to receive feedback, as well as to participate in Club events;
- 2.9. Instructions for mentors of the Women's Mentoring Club MAQSUT NARIKBAYEV UNIVERSITY are contained in Appendix No. 1 to these Regulations.
- 2.10 Mentors (mentors) must comply with the rules for organizing mentoring work specified in the instructions for mentors of the Women's Mentoring Club MAQSUT NARIKBAYEV UNIVERSITY (Appendix No. 1) and these Regulations.

### **3. Members of the (Menti) Club**

- 3.1. Participants (mentees) of the Club can be girls from among MNU undergraduate, graduate, and PhD programs, as well as MNU employees, regardless of age;
- 3.2. Members (mentees) of the Club have the right to receive information, advice, training and support from mentors, as well as to participate in Club events.
- 3.3. In case of systematic absences from meetings (more than three times) and other violations of this provision, the Club participant (mentee) may be disqualified.
- 3.4. Participants are not eligible to apply for two or more mentors.
- 3.5. Detailed instructions for members (mentees) of the Club are contained in Appendix No. 2 of these Regulations.
- 2.6. Participants (mentees) must comply with the rules for organizing mentoring work specified in the Instructions (Appendix No. 2), as well as these Regulations.

### **4. Club Administrator**

- 4.1. The administrative work of the Club is provided by the MNU Department of Strategy and HR (hereinafter DSHR).

4.2. DSHR is responsible for the development and implementation of Club programs, events, seminars and trainings aimed at supporting and developing Club members, and also performs the following functions:

- 4.2.1. preparation and implementation of training programs for Club members;
- 4.2.2. assistance in professional and personal growth of participants;
- 4.2.3. ensures communication between members and participants of the Club;
- 4.2.4. attracts new members and participants (mentees) of the Club;
- 4.2.5. strengthens the community and increases its influence within the walls of MNU;
- 4.2.6. promotes the professional and personal growth of club participants and members;
- 4.2.7. planning and coordinating Club events aimed at developing and supporting Club members.

## **5. Organization and conduct of mentoring**

5.1. Mentoring pairs are formed based on the results of registration of Club participants (mentees) for the presented mentors.

5.2. Mentoring pairs are formed for one semester for the Higher School of Law, the International School of Economics and the Higher School of Humanities, and for one trimester for the International School of Journalism and the Business School.

5.3. If the Mentor refuses to join the mentoring pair, the Participant (mentee) must choose another mentor.

5.4. Forms of mentoring can be individual or group, face-to-face or remote, regular or occasional.

5.5. Mentors, in agreement with the participants (mentees) of the Club, determine the goals, forms, methods of work and terms of mentoring;

5.6. Mentoring methods may include consultation, training, coaching, feedback, modeling, observation, delegation, collaboration, etc.;

5.7. Mentoring tools may include plans, diaries, portfolios, checklists, tests, assignments, questionnaires, cases, etc.;

5.8. Mentoring resources may include literature, videos, audio, presentations, websites, databases, networking platforms, etc.

## **6. Powers of the Chairman of the Women's Mentoring Club**

6.1. The powers of the Chairman of the Women's Mentoring Club include the following duties and functions:

- 6.1.1. protecting the interests of the Club and Club members in various forums and organizations;
- 6.1.2. coordination and management of Club events;
- 6.1.3. interaction with other women's, professional or social organizations;
- 6.1.4. developing partnerships with other women's, professional or social organizations for joint implementation of projects.
- 6.1.5. promoting the Club in the public;
- 6.1.6. participation in public events and media events, etc.

## **7. Monitoring and evaluation of mentoring**

- 7.1. Monitoring and evaluation of mentoring is carried out by the Club Administrator.
- 7.2. Monitoring and evaluation of mentoring aims to measure and analyze the effectiveness and efficiency of mentoring, and to identify strengths, weaknesses, problems and needs for improvement in mentoring.
- 7.3. Methods may include expert assessment, survey, interview, questionnaire, testing, etc.
- 7.4. Procedures may include defining the goals and objectives of monitoring and evaluation, methods, selection of criteria and indicators, collection, processing and analysis of data, preparation and presentation of reports, development of recommendations and plans for improving mentoring.

## **8. Ethics and Confidentiality**

- 8.1. Mentors must respect the interests and opinions of the Club participants (mentees), cooperate with other mentors, provide high-quality and timely assistance and support to mentees, maintain confidentiality and ethical standards in the mentoring process.
- 8.2. Participants (mentees) of the Club are obliged to comply with the regulations, respect the interests and opinions of other participants, cooperate with mentors, carry out instructions and tasks related to mentoring.

## **9. Final provisions**

- 9.1. This Regulation comes into force from the moment of its adoption.
- 9.2. The regulations may be revised if necessary, taking into account the general opinion of the Club members.



**INSTRUCTIONS FOR MENTORS  
WOMEN'S MENTORING CLUB  
MAQSUT NARIKBAYEV UNIVERSITY**

**What is mentoring?**

**Mentoring** is more than just counseling or relaying what a mentor has experienced in a particular area or situation. It is about motivating and empowering the other person to identify their own problems and goals, and helping them find ways to solve or achieve them by understanding and respecting different ways of working.

**Who is involved in the mentoring process?**

**Mentoring** is a partnership between two persons - a mentor (mentor) and a participant (mentee) of the Club.

**Mentor** is a person who has professional and life experience and has voluntarily agreed to help the mentee develop skills and competencies, set new goals and look for ways to achieve them.

**Member (mentee) of the Club** is a participant from among MNU undergraduate, graduate, PhD, and MNU employees, regardless of age, who are willing to pay special attention to their own goals, while receiving support from a mentor.

**How will mentoring benefit me?**

- Through the mentoring process, the mentor can develop valuable professional connections that can be beneficial for her own career development.
- Interaction with Club members (mentees) can also bring new ideas and approaches, facilitating the exchange of experiences between different generations.
- Participation in a mentoring program can bring recognition in the professional community, as well as respect from colleagues and members (mentees) of the Club.
- Helping other women grow in their careers and personal lives can be part of a mentoring legacy, creating a positive mark in the professional world.

**Recommendations for interaction with a member (mentee) of the Club**



1. Clearly define your goalsth members (mentees) of the Club.
2. Develop a strategy to achieve your goals formembers (mentees) of the Club.
3. Make sure your mentoring is focused on personal development, career growth and self-improvementmembers (mentees) of the Club.
4. Provide an open and supportive environment where members can share their experiences and discuss issues.
5. Promote an atmosphere of mutual assistance and understanding.
6. Help participants identify and achieve professional goals.
7. Identify the key skills and competencies needed for success and develop a plan to develop them.
8. Conduct regular trainings, seminars and workshops on topics of interestmembers (mentees) of the Club.
9. Invite guests and experts to provide valuable knowledge and experience.
10. Establish mentoring relationships between experienced and new participants(mentee) of the Club.
- eleven. Maintain regular meetings with other mentors to share experiences and knowledge.
12. Promote the creation of a strong network of professional connections among participants(mentee) of the Club.
13. Organize events to exchange contacts and experiences.
14. Encourage the development of leadership skills in participants(mentee) of the Club.
15. Use feedback to improve the quality of services provided (questionnaires, surveys).
16. Ensure the inclusion of diverse groups and representation inClub.
17. Foster an inclusive environment where every member feels welcome.
18. Develop an online community for information sharing and support.
19. Use social media and platforms to disseminate information about activitiesClub.

**What responsibilities do mentors have within the scope of the Club's activities?**

1. The mentor bears personal responsibility for the quality and timeliness of fulfillment of the functional duties assigned to him by these Regulations;
2. The mentor must provide feedback to the Club participant (mentee).
3. Within three days, after receiving information about the participants (mentees) from the Club Administrator, the mentor (mentor) must contact the participant(s) (mentees).
4. If the mentor refuses to continue cooperation with the club, he will lose his status as a mentor.

**In addition, the mentor(s) must:**

- provide emotional and professional support to Club participants (mentees);
- assist in establishing contacts and forming a network of professional connections;
- provide mentoring support and advice to Club participants (mentees);
- establish partnerships with businesses and organizations to provide additional opportunities for participants, if necessary;
- prepare reports on the results of work and provide information to the Chairman or Deputy Chairman of the Club, if necessary.

Mentoring pairs are formed for one semester for the Higher School of Law, the International School of Economics and the Higher School of Humanities, and for one trimester for the International School of Journalism and the Business School. MNU employees with high professional level, work and leadership experience, and a desire to share their knowledge and skills with other women are invited to participate as mentors.

The composition of mentors is constantly updated taking into account incoming proposals. You can send your suggestions for new candidates for mentors by email to the Deputy Chairman of the Women's Mentoring Club Kusainova Anara Zhenisovna PhD, Teaching Professor, Director of the Department of Strategy and HR MNU -a [kussainova@kazguu.kza](mailto:kussainova@kazguu.kza) letter indicating the full name, regalia, areas of mentoring, topics and terms of mentoring.

Appendix No. 2 to  
Regulations on the Women's Mentoring Club  
MAQSUT NARIKBAYEV UNIVERSITY

**INSTRUCTIONS FOR  
PARTICIPANTS (MENTI)  
WOMEN'S MENTORING CLUB  
MAQSUT NARIKBAYEV UNIVERSITY**

**What is mentoring?**

**Mentoring** is more than just counseling or relaying what a mentor has experienced in a particular area or situation. It is about motivating and empowering the other person to identify their own problems and goals, and helping them find ways to solve or achieve them by understanding and respecting different ways of working.

**Who is involved in the mentoring process?**

**Mentoring** is a partnership between two persons - a mentor (mentor) and a participant (mentee) of the Club.

**Mentor** is a person who has professional and life experience and has voluntarily agreed to help the Club participant (mentee) develop skills and competencies, set new goals and look for ways to achieve them.

**Participant (mentee)** The club is a member of MNU undergraduate, graduate, PhD programs, as well as MNU employees, regardless of age, who are willing to pay special attention to their own goals, while receiving support from a mentor

### **How will mentoring benefit me?**

- Communication with successful people from different fields of activity;
- Assistance in shaping the trajectory of career, academic and (or) personal development;
- Assistance from a mentor in the implementation of your plans;
- Participation in interesting meetings, master classes, conferences by invitation within the program and, as a result, the emergence of new acquaintances;
- Expansion of networking;
- The ability to activate and optimize the processes of self-learning and self-development.

### **Guide to choosing a mentor (mentor)**

Step 1. Decide what you want to get from the program. If this is the formation of a career trajectory, determine the area. In the case of personal development, determine what desired skills you would like to acquire by the end of the program.

Step 2. Carefully review the mentors' profiles: position, company, brief biography of the mentor, as well as topics that the mentor will be willing to help you with.

Step 3: As you review mentor profiles, match them to your goals. See if the mentor's position interests you, if you would like to work in the company where he works, and if you like this industry. Write out those who suit you best.

Step 4. Try to find additional information about the mentors you have chosen. Read interviews or articles with them to understand how close the views and

thinking of each mentor are to you, and whether it will be convenient for you to interact and conduct a dialogue.

Step 5. After completing all the steps, you can start filling out the questionnaire.

### **Recommendations for interaction with a mentor (mentor)**

1. Follow the rules of business correspondence: send messages during working hours; do not use slang; express your thoughts in simple but clear, concise and formal language; do not forget to indicate the subject of your letter;
2. Be punctual, if your mentor suggests a specific time period for a meeting, respect his/her wishes;
3. Be attentive during a conversation with a mentor: listen to what the mentor is telling you and do not be afraid to express your opinion on the topic of conversation.
4. Be open. Don't be afraid to talk about yourself and your interests, and become actively involved in the collaboration process;
5. Stay connected with your mentor. Participate in seminars/meetings/trainings of your mentor(mentor). Losing contact with a mentor will result in disqualification from the club;
6. Be responsible. Always try to take part at guest lectures and projects proposed by the mentor (mentor). In case you are unable to take part in one of the events, be sure to notify your mentor;
7. Be honest. Always answer survey questions actively and honestly.;
8. Determine your goals (reasons) for participating in the club, formulate steps to achieve these goals;
9. Be flexible and measure your progress. Take into account the advice and recommendations of your mentor (mentor). Regularly evaluate your professional and personal progress, celebrate achieved goals and identify new areas of development
10. Please keep in mind that photographs and videos of your participation may be published on the official pages on the Club's social networks.
11. Remember that Club participants (mentees) do not have the right to apply for two or more mentors.
12. Mentoring pairs are formed for one semester for the Higher School of Law, the International School of Economics and the Higher School of Humanities, and for one trimester for the International School of Journalism and the Business School.