



TENT



CATALYST
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Training Webinar for Companies on How to Mentor Refugee Women



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The United States hosts hundreds of thousands of refugee women

Since 1980, the US has resettled over **3 million refugees**, approximately **half of whom are women**, coming from countries such as the Democratic Republic of Congo, Myanmar and El Salvador.

Most recently, the Biden Administration has resettled **~100,000 Afghans** and **125,000+ Ukrainians** fleeing conflicts in their home countries, and a sizable percentage of these recently resettled refugee populations are women.



All forcibly displaced women in the U.S. are eligible to work legally

- ▲ Women with the status of asylum seeker, asylee, humanitarian parolee, refugee, SIV holder, TPS holder and Victims of Human Trafficking are **all allowed to work legally** in the U.S.
- ▲ Companies do **not** need to sponsor their work authorization documents as they receive those directly from the U.S. government
- ▲ Many forcibly displaced people are work-authorized upon arrival in the U.S., while others may need to wait several months to receive that authorization



Refugee women face a double disadvantage when entering the U.S. workforce and advancing their careers:

1

Obstacles related to their **refugee status**

- Lower levels of English language proficiency
- Limited access to social and professional networks
- Arduous process of credential verification

2

Obstacles related to **gender identity**

- Disproportionate childcare and domestic responsibilities
- Lower wages
- Negative gender stereotypes

Refugee women face steep barriers getting jobs in the U.S.

Only 40% of refugee women in the United States were employed in 2019, compared to 73% of refugee men. Refugee women who were working only earned 69 cents to each dollar American men made.

We believe that mentorship by women employees and allies can play a critical role in helping refugee women advance their careers and integrate economically into their new communities.

Tent and Catalyst co-hosted the Launch of the Refugee Women Mentorship Program on May 10, 2023



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Participating companies committed
to mentoring at least 50 refugee
women in the U.S. over three years



21 companies have committed to mentoring 1000+ refugee women



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Guide on “How Companies in the U.S. Can Mentor Refugee Women”

- ▲ Tent, LIRS, and Catalyst have developed a guide for companies that provides them with the building blocks to develop and run a mentorship program for women refugees
- ▲ The guide includes a curriculum for this mentorship program and can be found on Tent’s mentor resource hub:
www.tentmentorshipprograms.org



Refugee Women Mentorship Program

Mentors are expected to meet with their mentees **at least 6 times** over the course of **6 months**. Mentor-mentee pairs are encouraged to meet more often than that if their schedules permit

The curriculum for the mentorship sessions can be found in the guide, but please **tailor your support** to meet your mentee's career goals

Meeting 1: Career goals and self-assessment (p. 46-49)



1

Get to know each other

2

Establish goals and expectations for mentorship

Meeting 2: How to find a job in the U.S. (p. 50-53)



1

Discuss the job search process and timeline in the U.S.

2

Discuss how to search for jobs online

3

Practice searching for jobs

Meeting 3: Resumes, cover letters, and LinkedIn (p. 54-58)



1

Discuss the purpose and function of resumes, cover letters, and LinkedIn

2

Edit and review your mentee's resume together

3

Review your mentee's cover letter together

4

Create and/or improve your mentee's LinkedIn page

Meeting 4: The interview process (p. 59-63)



1

Discuss fundamentals of job interviews

2

Conduct a mock interview

3

Discuss following up on an interview

Meeting 5: Networking (p. 64-66)



1

Create a networking strategy with your mentee

2

Conduct a mock networking session

3

Discuss the experience of networking as a refugee woman

Meeting 6: Recap and next steps (p. 67-69)



1

Prepare your mentee for any upcoming networking sessions

2

Discuss expectations for your relationship after the mentorship program ends

3

Recap and conclude your time together

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Understand Your Role as a Mentor



1. Help your mentee identify their career goals and create plans to achieve them
2. Invest time to foster trust and build rapport with your mentee
3. Your role is to serve as an advisor, not a decision maker
4. Advocate for your mentee and connect them to other professionals in your network
5. You are not a case manager, and this program is **not** focused on a mentee's social needs
6. Be patient and empathetic with your mentee as they might be navigating challenging personal circumstances

Manage Your Mentee's Expectations



1. Your role is to work with your mentee to make them a stronger candidate for employment, but you cannot guarantee that your support will help them land a job by the end of the program
2. Be honest about what you can bring to the mentorship experience. Consider whether you're open to meeting more than 6 times over 6 months, as well as how much time you are willing to commit to activities to support your mentee outside of your scheduled meetings

Be Aware of Potential Cultural Sensitivities



1. Do **not** ask probing questions about your mentee's life in their country of origin that may require them to relive traumas. It is appropriate to ask about their professional experiences
2. Refugee women often have unpredictable schedules and family obligations. **Please be flexible and accommodating** when scheduling mentorship meetings and communicate that you will work around your mentee's schedule.
3. Refugee women will also practice various religions. You can ask your mentee if they have any **religious practices and dietary restrictions**.
4. Learn about your mentee's **preferences for work environments**. Some may not feel comfortable working a job where they are in close quarters with men, or they may prefer to work jobs with certain hours to manage family responsibilities.

Be Aware of Potential Cultural Sensitivities



1. Refugee women may have different understandings about gender norms and cultural expectations and might have had limited exposure to work environments that are inclusive towards women and other minorities. **Share information with your mentee about typical American workplace norms.**
2. If you are mentoring a mentee of a different gender, **be mindful and respect that your mentee may be from a culture where people of the opposite gender do not touch** unless they are very close family or friends. Similarly, eye contact may be kept to a minimum out of respect.
3. Refugee women may need support in understanding how to "sell" themselves in job interviews in the U.S. **Talk to your mentee about their transferable skills**, particularly if they have never worked in a professional setting.
4. Tent advises that mentors refrain from engaging with mentees on politics and other sensitive topics. **Keep the focus on your mentee's career goals.**

Be Aware of Potential Cultural Sensitivities: Resources for Continued Learning



Tent's cultural competency trainings are available on the **mentor resource hub**:

Best practices for integrating Ukrainian refugees into your workplace

Co-hosted by Tent & Razom

How U.S. companies can foster cultural inclusion for Afghan refugees

Co-hosted by Tent & the Afghan-American Foundation

Resources for Survivors of Gender-Based Violence



National Domestic Violence Hotline Local Resource Directory:

www.thehotline.org/get-help/domestic-violence-local-resources/

U.S. DOJ Office on Violence Against Women Resources by State:

www.justice.gov/ovw/local-resources

Organizations for Immigrant Survivors of Domestic Violence

<https://vawnet.org/sc/immigrant-women-and-domestic-violence/organizations>

Tailor Your Support to Your Mentee's Career Goals



1. The refugees participating in this program come from a range of professional and educational backgrounds, and will be looking for different types of roles
2. Refugees often need immediate opportunities to make money upon arrival, and if they aren't fluent in the local language or their credentials are not recognized locally, they may need to work in lower-paying jobs before they can find work in their area of interest
3. Some refugees may be content with remaining in lower-paying or lower-skill roles longer-term, while for others, these kinds of roles may be a necessary stepping stone to jobs in their fields of interest

Model Appropriate Behavior and Conduct



1. Maintain trustworthiness and respect your mentee's confidentiality
 - However, if your mentee discloses information that reflects that they are in danger or that they are putting someone else in danger, notify your company's program coordinator immediately and they will inform the Tent team. Of course, you should also notify the authorities if it is an emergency.
2. Your company's sexual harassment and conduct policies should apply to mentor-mentee relationships
 - Sexual and romantic relationships between mentors and mentees are prohibited. If you feel uncomfortable with your mentee's behavior, notify your program coordinator immediately

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Conversation with a Mentor and Mentee



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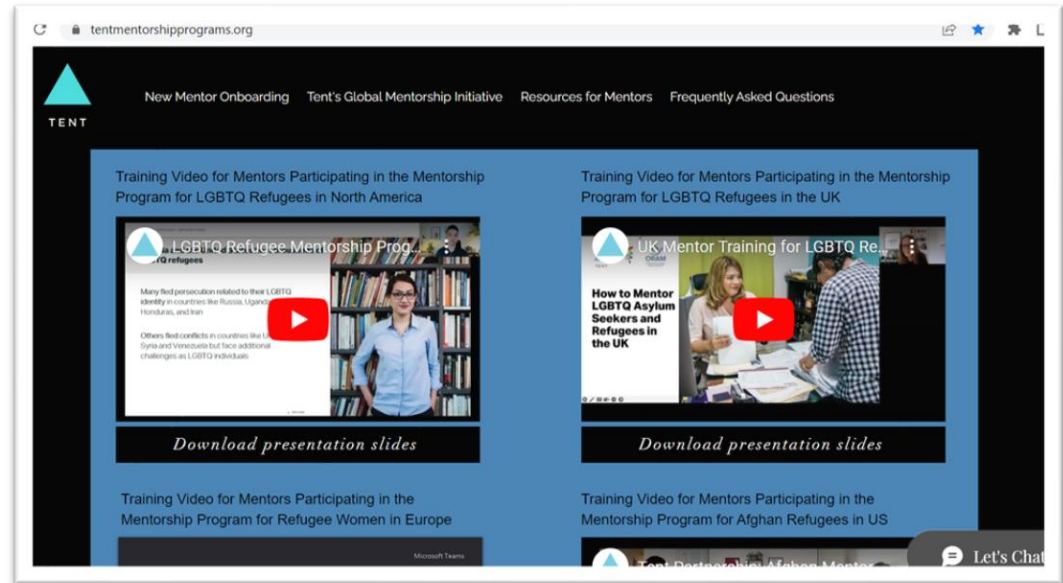
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Next Steps: Resource Hub for Mentors

Mentor Hub

www.tentmentorshipprograms.org

- ▲ Onboarding materials (training webinar, mentee outreach email)
- ▲ Guidebook with mentorship curriculum
- ▲ Form to complete if mentee is uncontactable



Next steps



- 1** | You will receive an email from mentorship@tent.org once you have been matched to a mentee instructing you to confirm your participation in the program and to reach out to your mentee, as well as some background information on your mentee from their registration form
- 2** | Please use the [email template](#) that Tent has developed to reach out to your mentee. The template can be found in your match email and on the mentor resource hub.
- 3** | **Reach out to your mentee as soon as possible** to introduce yourself and schedule your first meeting, either in-person or virtually

What should I do if my mentee does not respond?



Mentors should try emailing their mentee twice (using the email template that Tent developed) and texting their mentee.

If the mentee doesn't respond after those 3 attempts, please complete the mentee outreach form. The Tent team will then reach out to the mentee on your behalf. If Tent doesn't hear back from your mentee, we will do our best to assign you a new mentee.

Please be patient and empathetic with your mentee around communications, considering the personal challenges they are navigating while integrating into their new community.

Preparing for your first meeting

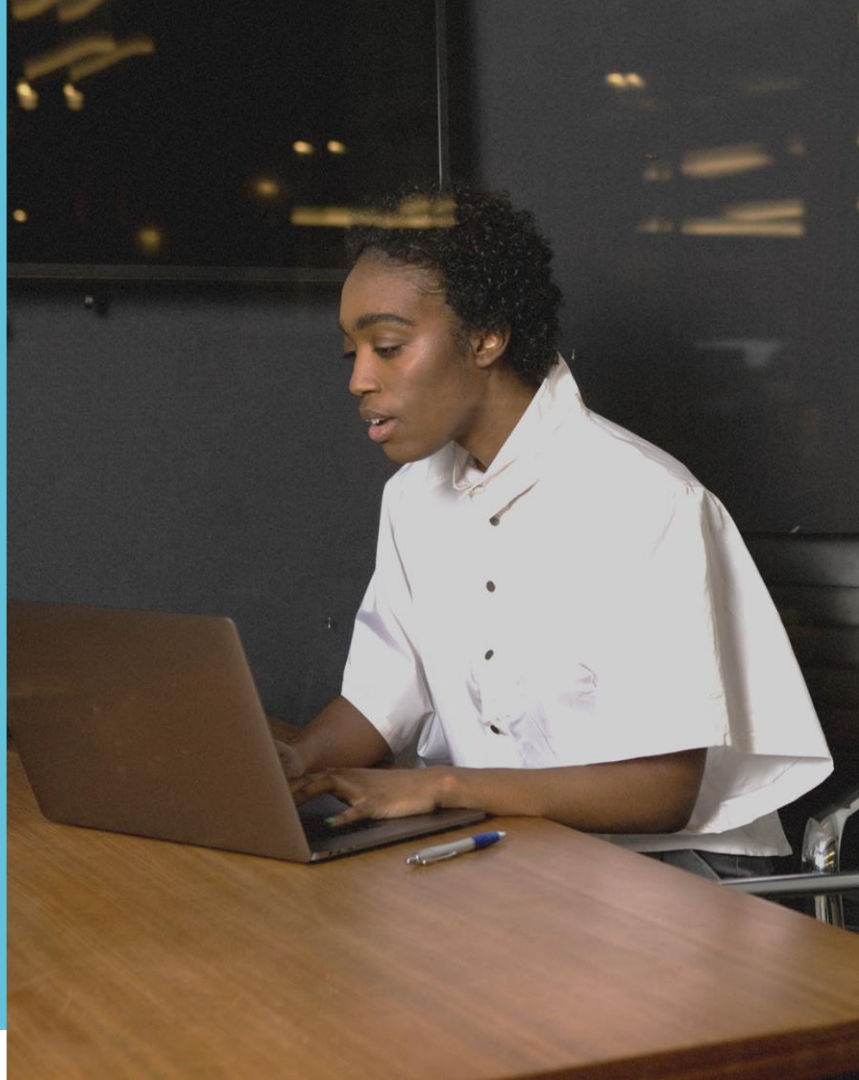


- 1** Familiarize yourself with the [mentorship guide](#), reading both the “pre-read section” for mentors that provides you with more information about refugee women and the curriculum for your first session together.

- 2** Mentors should [continue using the guide](#) throughout your mentorship experience, tailoring the curriculum that we’ve laid out to meet your mentee’s needs.

- 3** Please [communicate with Tent and the program coordinators](#) at your companies on how the mentorship program is going. We’d love to hear success stories from your mentorship experiences and any additional resources that you might need to effectively mentor a refugee woman.

▲
Q&A





Your mentee is eager to begin working with you! **Please reach out to your mentee within 5 business days of being matched using the email template from Tent.**

Please direct any questions or concerns to your company's mentorship coordinator and to Tent at mentorship@tent.org.

