



Individual Mentoring Program 2018

Connecting & Advancing Women in Business



▶ PRIMARY SCOPE => Professional and career related

One of the following scenarii is possible

1. The mentor's **professional role** is the one the **mentee aspires** to in the future
2. The mentee would like to **expand specific skills** for her career advancement:
self confidence, financial mastery; leadership, etc.
3. The mentees would like to **expand her network** in a specific area the mentor
is well introduced in

▶ WHO IS ELIGIBLE

- ▶ any member of the Career Women's Forum and who is not benefitting from the Cross Mentoring Program in 2018

▶ TIMELINE

- ▶ **8 MONTHS:** from March to November 2018
- ▶ **Program end:** November 2018



Basic Principles of the Program

▶ **Setting Clear Objectives**

- ▶ Mentor and Mentee should agree on specific priorities to work on
- ▶ Clear Goals allow the mentor to give concrete and valuable guidance

▶ **Scheduling Quality Time**

- ▶ Face to face meeting, ideally, at least once a month
- ▶ Being respectful of each other's time

▶ **Trust and Confidentiality**

- ▶ The mentoring relationship must create a safe zone where both mentor and mentee feel free to address difficult issues

▶ **Mutual Respect**

- ▶ Both the mentor and mentee values each other's qualities and contributions

▶ **Taking Responsibility**

- ▶ Both mentor and mentee are accountable toward each other during the program
- ▶ Mentor should give her time and attention to the mentee during the meetings and focus as objectively as possible on the mentee
- ▶ Mentee must take responsibility on her learning: setting up the appointments, following up on advice, reporting her progress

VIDEO: Successful mentorship

<https://www.youtube.com/watch?v=7NG-YGGFWow>



Why be a Mentor ?

- ▶ Helping Women to advance
- ▶ Expanding your leadership skills: transferring knowledge and experience, shifting focus to the success of others
- ▶ Building a new and diverse network of relationships
- ▶ Transferring your skills in a different context
- ▶ Increasing personal growth as a leader
- ▶ Leaving a legacy

Why be a Mentee ?

- ▶ Gaining a long term view on your career
- ▶ Benefiting from unbiased guidance
- ▶ Having access to a discussion partner in a safe and trusted environment
- ▶ Meeting someone who you can respect and admire

Mentor's role

- ▶ Be available and take time
- ▶ Listen actively
- ▶ Facilitate access to information and own network
- ▶ Challenge and help develop own thinking
- ▶ Give constructive feedback

Mentee's role

- ▶ Be clear on objectives and expectations
- ▶ Always be well prepared /send in advance the agenda points you want to discuss
- ▶ Organise meetings
- ▶ Be open minded and listen actively
- ▶ Take suggestions into account
- ▶ Ask for feedback



Mentoring Behaviors –DON'Ts

Don'ts for Mentors

- ▶ Expecting to be the perfect mentor
- ▶ Taking responsibility for your mentee's development plan
- ▶ Judging
- ▶ Allowing your mentee to become dependent on the relationship
- ▶ Shielding your mentee from learning the lesson

Don'ts for Mentees

- ▶ Being defensive
- ▶ Expecting too much
- ▶ Asking for advice on everything
- ▶ Waiting for your mentor to act in your place
- ▶ Considering your mentor as an address book, a headhunter or guarantee for a new job



<https://www.youtube.com/watch?v=7NG-YGGFWow>

Building the mentoring relationship

<http://www.generationinc.com/management/ressources-humaines/4-conseils-avant-de-debuter-une-relation-de-mentorat>

4 conseils avant de débiter une relation de mentorat

<https://www.youtube.com/watch?v=R6YYiZVQMFg>

La questiologie ou l'art de poser les bonnes questions

<https://www.youtube.com/watch?v=IMqIKiTWAQs>

Devenir un mentor inspirant

https://www.youtube.com/watch?v=tKQL_X5a8uk

Differences between Mentoring and coaching

<https://www.youtube.com/watch?v=I16V7DrNj8M>

Mentoring skits on how to DO mentoring and how not to

<https://www.youtube.com/watch?v=dZo6GYBdirs>

Funny Mentoring Video - How Bad Can a Mentoring Session Go?!

<https://www.youtube.com/watch?v=Atme26C0ISE>

The power of mentoring - Lori Hunt at TEDx CCS

<https://www.youtube.com/watch?v=82k42-vl7hw>

John Spence : How to be a great mentor / mentee

<https://www.youtube.com/watch?v=vQp1GAxE68>

Mentor Training: 1-on-1 Mentee Meeting Tips



