

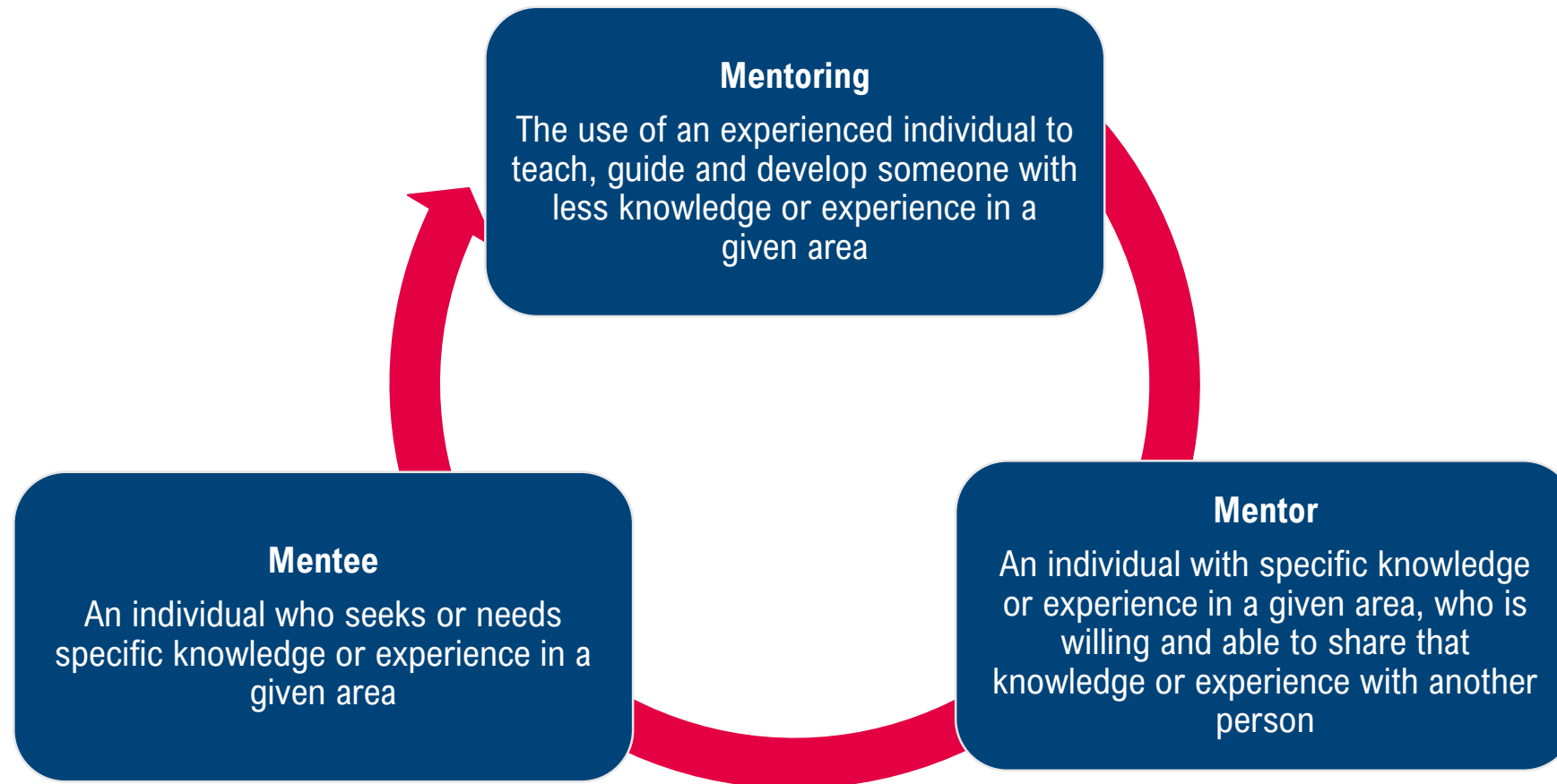
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MENTORING

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I. What is Mentoring ?



Mentoring ≠ coaching



II. Objectives of the mentoring program

- Develop and build skills, knowledge and awareness
- Provide support and advice to solve a problem/handle difficult situation
- Provide an opportunity to view things from another person/cultural/business dimension
- Support and guide through the individual development and help him/her apply their theoretical knowledge during the journey
- Give access to a broader network
- Benefit mutually



Confidential and voluntary co-investment,
a partnership, concluded by two professional colleagues

III. 6 Tips to keep in mind – Part I

1. **Meet face-to-face:** Even though we recommend minimum 1 face-to-face meeting per quarter, each of you can directly decide with your mentor or mentee to have more than one meeting. We encourage the mentee to reach out to their mentors on an informal basis as well.
2. **Meet regularly :** We recommend that regular meetings on fixed dates should be set with your mentor or mentee in order to prepare for them in advance. We understand that there are unplanned emergencies however, we recommend you to maintain the scheduled meetings as much as possible. Mentees need to take the lead and ensure that the meetings are organized.
3. **Set up your meeting objectives:** The initial meetings aim to establish a general understanding between the 2 parties. Moving forward, it's important to focus on 2-3 specifics imperatives and work on a clear action plan to accomplish them. Please identify issues that can be addressed within an upcoming year in order to support the mentee's development in a longer term.



III. 6 Tips to keep in mind – Part II

4. Regular monitoring: It is expected from the mentees to take the lead and focus on their goals. The action plan document and progress must be shared with the respective mentors. Both shall be able to monitor the progress and provide support during the calls based on actions mutually agreed on.

5. Networking: As a mentor, if you feel that your mentee needs information or guidance on the topic that is not a part of your expertise, please seek support within your network or put your mentee in touch with someone from the French Chamber who could potentially provide support. As a mentee, if you feel that your mentor is not able to provide specific information or guidance on the topic of your interest/concern, please ask for support in the French Chamber.

6. Not about jobs: The objective of this program is not to help find a job, but assist in developing professional skills and ability to develop business, as well as provide support and advice in solving problems and handling difficult situations.



IV. Tips to ensure a successful mentoring program

Think of your role and responsibility as a potential mentor

02

Consider advantages and challenges of this mission

03

Establish personal objectives and commitments

Mentor - before the discussion



IV. Tips to ensure a successful mentoring program

01

Get to know your mentor

02

Let your mentor get to know you

03

Establish your personal objectives for this mission

04

Think of a role and responsibility for both yourself and your potential mentor

05

Consider advantages and challenges of this mission and be sure to commit

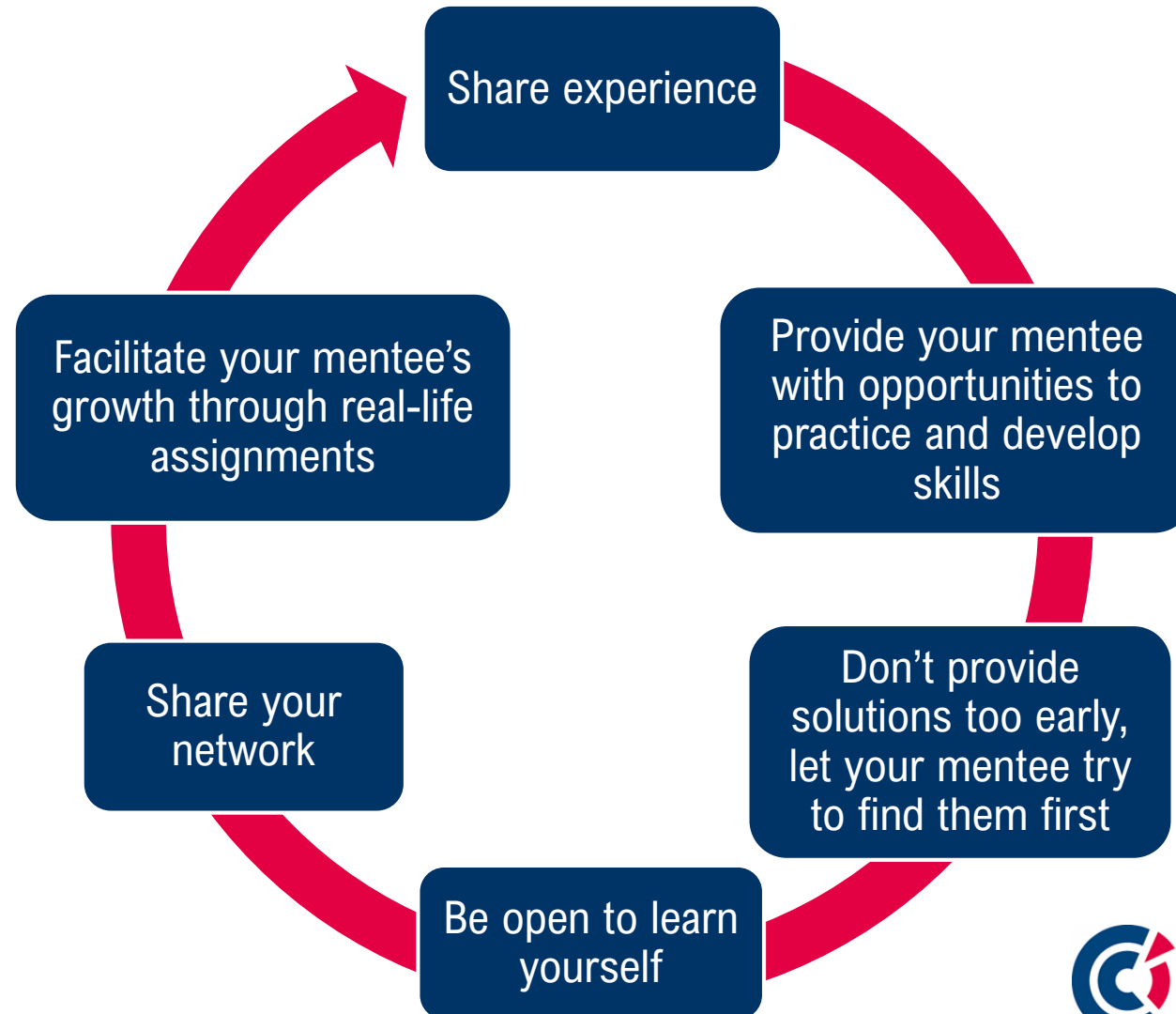
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Think about the questions you will be asked by your mentor

Mentee – before the discussion



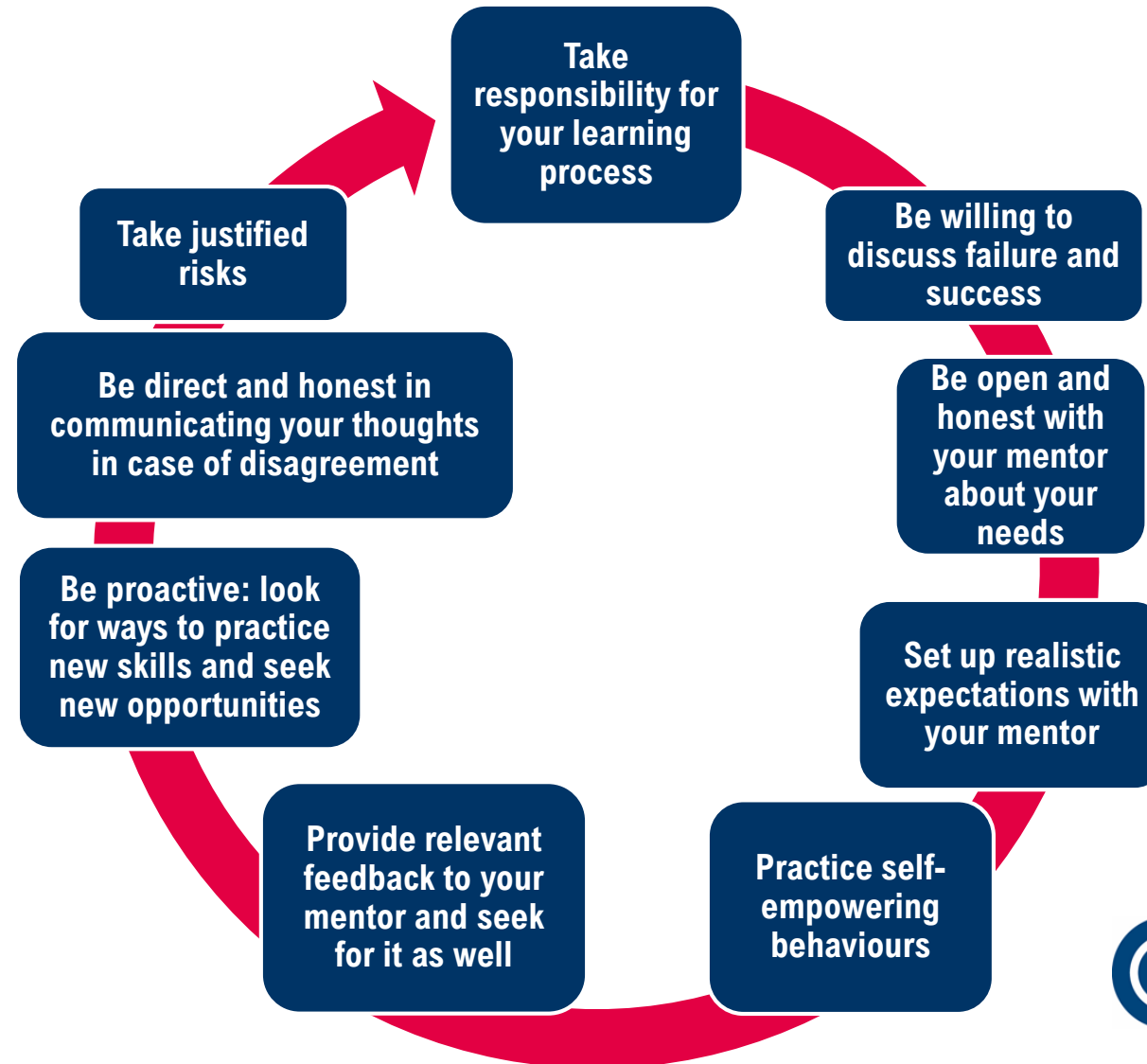
IV. Tips to ensure a successful mentoring program



**Good
practices
during
interactions**
Mentor



IV. Tips to ensure a successful mentoring program



**Good
practices
during
interactions**
Mentee



V. 12 Tips to strengthen partnership

Part I

1. Be enthusiastic:

Demonstrate a genuine interest in working with your mentor

2. Stick to your commitments

3. Capitalize on disagreement:

view it as a healthy dialogue and a step forward

4. Develop trust

5. Recognize your differences:

discuss personal styles and how each of you prefers to communicate

6. Practice empathy:

try to see another person's perspective



V. 12 Tips to strengthen partnership

Part II

7. Brainstorm and be open minded

8. Constantly evaluate the mentoring partnership

9. Be flexible:
flexibility may often be necessary in coordinating schedules, aligning on ideas, bridging geographical distances etc.

10. Monitor changes in the mentoring partnership

11. Encourage risk-taking:
stepping out of the comfort zone

12. Use time wisely:
prepare questions and examples for your appointments



VI. Support of the mentor: 4 pillars

Mentor

1. Plan

define the needs and set S.M.A.R.T goals in order to create a Action Plan

2. Ensure assistance

focus on the mentee's skills and suggest opportunities

3. Provide constructive feedback

constantly evaluate status, progress and motivation

4. Communicate

face to face
act as a source of information



VII. Role and Responsibilities of the Mentee:

3 pillars

Mentee

1. Plan

determine needs in an open discussion, creates a action plan with the mentor

2. Receive constructive feedback

assume responsibility for personal goals, challenge personal abilities and potential

3. Communicate face to face

at agreed time

