



Mentoring Guidelines

In alignment with the European Professional Women's Network mission statement, members of the EuropeanPWN – Nice-Côte d'Azur are committed to building a mentoring program to promote the **sustainable professional progress of women** through all their career phases.

What is Mentoring?

Mentoring is a voluntary relationship between an experienced and a less experienced adult. The mentor agrees to share her knowledge and experience with her mentee; the mentee agrees to make a conscientious effort to assimilate the development offered. In the business world, a mentor can make a big difference in a mentee's career.

Mentor: trusted advisor, guide, counselor, 'wise person'

Mentee: learner, seeker of support in professional development

The mentoring relationship is sustained over an agreed period of time during which the mentor and mentee pair works to achieve specific objectives set in the beginning.

Mentoring is not a guarantee of a new job, free access to the professional network of a mentor, a visit to a coach or psychologist.

Objectives

The EuropeanPWN – Nice-Côte d'Azur Mentoring Program seeks to provide benefits to both the mentor and the mentee.

For the mentee:

- Increase her chances of success in achieving professional goals by benefiting from the advice, experience and knowledge of her mentor

For the mentor:

- Contribute to the success of another professional by sharing lessons learned and providing insight into today's business realities
- Gain access to other ways of thinking

The Mentor Will Ensure:

- **Objectivity** to help improve the mentee's performance or situation
- **Honest and constructive advice**, feedback and support
- **Trust and confidentiality**, creating a safe zone where the mentee can address difficult issues

The Mentee Will Ensure:

- **Openness** to new ways of doing things; willingness to explore, challenge and change thoughts, feelings and actions
- **Readiness to work on development needs** and to accept constructive feedback
- **Confidentiality and acknowledgement** of mentor's contributions

Key Success Factors

A mentor-mentee relationship begins at the request of the mentee. Mentor and mentee are then free to define the relationship based on the needs of the mentee and the availability of the mentor. EuropeanPWN recommends several key steps to develop the relationship:

- Ensure that there is a **match** (of chemistry, experience, expectations). If not, either party should feel free to decide to go no further,
- Define an **informal contract**: the mentor and the mentee are both responsible for the success of the relationship,
- **Set objectives** in order to measure progress and determine when the mentoring is complete,
- Establish **meeting patterns** (schedule, method, and structure),
- **Revisit objectives** regularly to ensure that the relationship progresses,
- Agree on how to **wind down** once the relationship has achieved its purpose.

EPWN Nice-Côte d'Azur Mentoring Program

The mentoring program of the EPWN Nice-Côte d'Azur is an exclusive service for EPWN members. We work closely with other EPWN networks running similar programs in Paris, Zurich, Amsterdam and soon Madrid and London.

- **Online resources** such as the [EPWN Nice-Côte d'Azur Mentoring webpage](#) and the EuropeanPWN section of the web site called [Think Tank Mentoring](#).
- **Mentoring Guidelines** for a fruitful mentoring relationship. You can download this document from the Download section at the bottom of this page.
- **Mentor and Mentee Matching**. Mentors and mentees are matched by the Mentoring Advisory Board on the basis of short *Mentor Profiles* and *Mentee Profiles* describing their motivation, expectations and practical constraints such as location, time and preferred language. You can download profile questionnaires from in the Download section below.
- Once a year a **Speed Mentoring Workshop** is conducted where the framework of the EuropeanPWN Nice-Côte d'Azur Mentoring Program is explained, tips for success are shared and mentees & mentors get the opportunity to meet in person. From this workshop pairs are formed. During the rest of the year the matching is done by the Advisory Board and potential pairs can then meet to find out if they want to work together.
- **Train the Mentor Workshops** aid in conducting successful mentoring.
- **A Follow-Up Program** : The mentoring group collects feedback and lessons learned from participants to continuously improve the EPWN Nice-Cote d'Azur mentoring program

Key Steps of the Mentoring Matching Process

There is one matching event of mentors and mentees per school year. Here are the main steps of each session:

- 1) Potential mentors and mentees are invited to fill in an online **Profile** questionnaire about their motivations and expectations and to make themselves available to attend the **Matching Workshop**. You can download the questionnaire in the "Downloads" section of the EuropeanPWN-Nice-Côte d'Azur's website. The next matching workshop takes place in October.
- 2) Those interested send their mentor or mentee profile questionnaires to the **Mentoring Advisory Board** at mentoring@europeanpwn-nice.net.
- 3) The Mentoring Advisory Board collects all profiles which are pre-matched.
- 4) During the **Speed Mentoring Workshop** mentoring is explained in more detail, the dos and don'ts and Q&A. Then each participant introduces briefly the mentoring offers or needs. During a speed-mentoring session each mentee has the opportunity to talk to each mentor for five minutes. At the end of this workshop mentoring pairs make an appointment to explore whether their mentoring relationship may work. At this point, you should consider this appointment as a networking opportunity and feel very free not to pursue the match if there is no fit.
- 5) After two months, the mentoring pairs receive an e-mail from the Mentoring Advisory Board asking the pairs if they have indeed started a mentoring relationship.

- 6) After six months, the mentoring group sends a more in-depth “**lessons learned**” survey to hear from the mentoring pairs what they have learned from the relationship. This input is then used to improve the “tips for success in a mentoring relationship” as well as to improve the program.
- 7) Throughout the year, “Train the Mentors” events take place where mentors learn something new about mentoring and where they can meet and discuss their experiences.

We wish you all a great mentoring relationship. Be open and flexible. Make this program your own – and enjoy it!

Sincerely,

Your EPWN Nice-Côte d'Azur Mentoring Advisory Board