



PROFESSIONAL
WOMEN
ASSOCIATION
MILAN

member of



PWN | GLOBAL
PROFESSIONAL WOMEN'S NETWORK



PWI Brussels

Professional Women International



This project is co-funded by
the European Union

ME-TOTEM PROJECT

MEntoring as a TOol Towards EMpowerment

A project co-financed by the European Commission DG Justice

Workstream 2 – Cross European Executive Mentoring

Mentee Tool Kit

MENTEE TOOL KIT

In the following pages, Me-Totem Project Team briefly shares how to help Mentee become more aligned with a mentoring program and obtain the best from it: sharing the structure of the program, clarifying what is expected from them (and what is not) and defining rules and a common process.

After a short introduction of Me-Totem Project, you will find main opportunities and limits for a Mentee in taking part in a mentoring program.

At the end, a possible structure of the main phases for making a Mentoring Program effective.

THE EU COMMISSION COMMITMENT TOWARD GENDER BALANCE

EU Commission developed a strategy which encompasses a number of interventions toward gender equality in the 2010-2015 time frame.

EQUAL ECONOMIC INDEPENDENCE

EQUAL PAY FOR EQUAL WORK AND WORK OF EQUAL VALUE

EQUALITY IN ECONOMIC DECISION MAKING

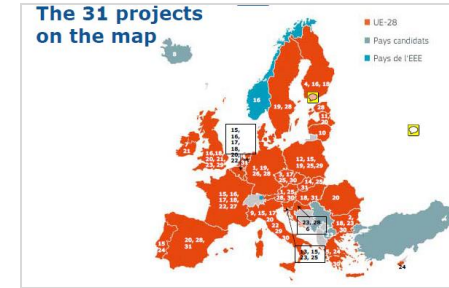
DIGNITY, INTEGRITY AND END TO GENDER-BASED VIOLENCE

EQUALITY IN EXTERNAL ACTIONS



EQUALITY IN ECONOMIC DECISION MAKING: THE ME-TOTEM PROJECT

The ME-TOTEM project falls into the “Equality in Economic Decision Making” area and has been awarded together with 31 other projects across Europe.



ME-TOTEM has been developed by **PWA Milan** and will impact **8 European countries** (Italy, Belgium, France, Germany, Poland, Portugal, Spain, UK) in cooperation with PWN Global



ME-TOTEM PROJECT

ME-TOTEM is structured in **four main Workstreams**, impacting women at various stages of their leadership journey, through different and interconnected **mentoring activities**.

TARGET GROUP

WORKSTREAM 1

Current and aspiring board members

WORKSTREAM 2

High potential women from the corporate world

WORKSTREAM 3

Women in junior positions / **MBA students**

WORKSTREAM 4

Dissemination across Europe

OBJECTIVES

Create **direct professional relationships** between qualified women and board members

Make **corporate diversity programs more effective** through “woman to woman” mentoring & diversity Lab with HR Departments

Foster a **“career planning” culture** in junior professional women

Process, approach and results of the project will be presented in 2016 in **8 major European cities** (Milan, Brussels, Paris, Madrid, London, Frankfurt, Lisbon and Warsaw).

OBJECTIVES OF MENTEE TOOL KIT

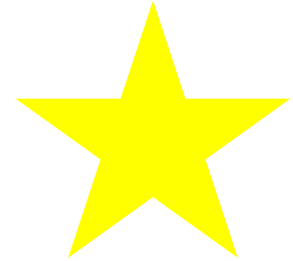
1. **Provide knowledge, skills & support** to Mentees in order to effectively start their experience in the ME-TOTEM project
2. Collect expectations and a shared vision of the **mentoring relationship**
3. Share **practical rules and approach**
4. Identify, investigate and clarify **doubts**

A critical success factor of a mentoring relationship
is having a **common understanding of the ground rules!**

MENTORING GOLD RULES

(for both mentors & mentees)

1. Active listening
2. Make yourself available
3. Don't have a judgmental approach
4. Keep an open mind
5. Respect confidentiality



MENTORING SKILLS: HOW TO BE AN EFFECTIVE MENTEE

DO

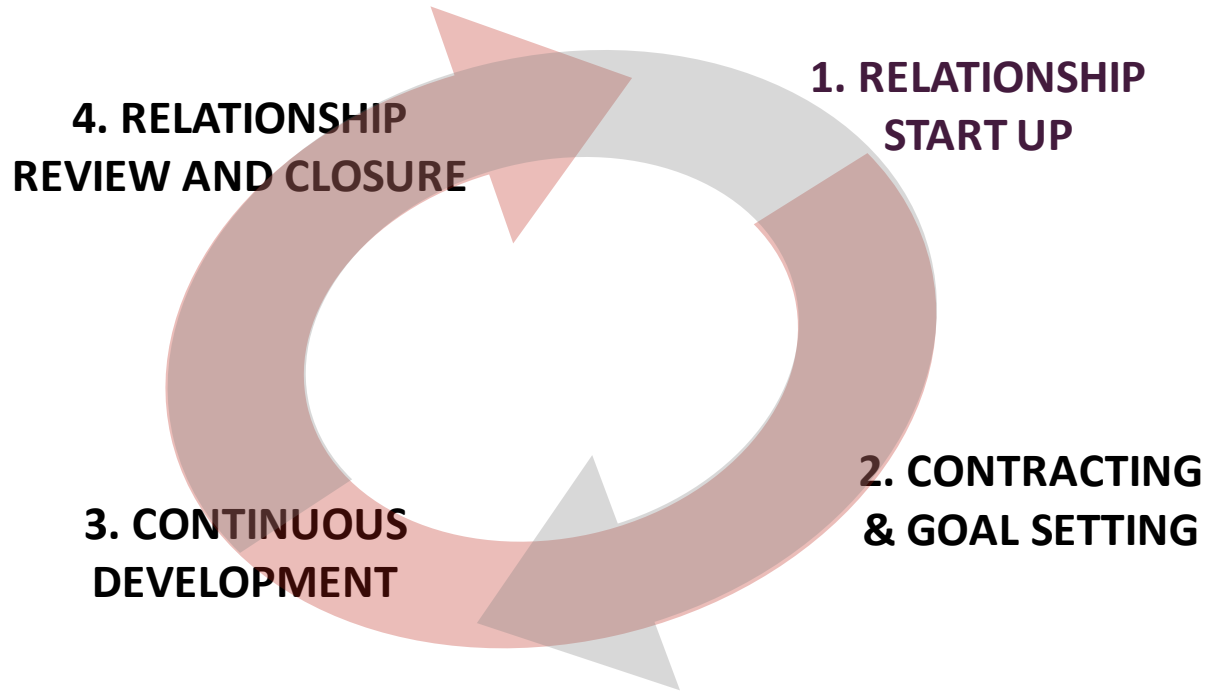
- Ask lots of questions
- Be prepared and show your proactive commitment
- Demonstrate your openness to feedback
- Listen carefully to your mentor's advice and incorporate insights that make most sense for YOU
- Tell your mentor which advice made the most difference for you and why

MENTORING SKILLS: HOW TO BE AN EFFECTIVE MENTEE

DON'T!

- Act defensive when receiving feedback or advice
- Feel entitled to your mentor's time and attention and request more than foreseen in program
- Expect to be introduced to your mentor's network
- Be judgmental about your mentor's experience
- Breach a confidence

MAIN STAGES OF A MENTORING PROGRAM














MENTORING GROUND RULES

1. Agree on LOGISTICS
2. Agree on COMMITMENT & CONFIDENTIALITY
3. Define MENTORING GOALS
4. Keep track and FOLLOW UP on topics covered

Check the Mentoring Handbook !

USEFUL MATERIAL – THE MENTORING HANDBOOK

<p>  </p> <p></p> <p>Mentoring Handbook</p> <p></p> <p>Mentor name: Contacts:</p> <p>Mentee name: Contacts:</p>	<p>  </p> <p>MENTORING GROUND RULES</p> <p>1. Agree on LOGISTICS</p> <ul style="list-style-type: none">• When will you meet/speak (Preferred day, time,...)• How will you meet/speak (Webex, skype, phone,...)• Who will initiate each meeting (Write email to take next appointment, reschedule if cancelled, etc) <p>2. Agree on COMMITMENT & CONFIDENTIALITY</p> <ul style="list-style-type: none">• Check the Mentoring Agreement <p>3. Define MENTORING GOALS</p> <ul style="list-style-type: none">• What are Mentee main mentoring goals?• What actions will we implement?• What will be the measure of success? <p>4. Keep track and FOLLOW UP on subjects covered</p> <ul style="list-style-type: none">• Check the Meetings Logbook <p>5. Summarize KEY LEARNINGS</p> <ul style="list-style-type: none">• Main learnings and actions to carry on after the closing of the relationship	<p>  </p> <p>1. LOGISTICS</p> <ul style="list-style-type: none">• We will preferably meet on:• DAY _____• TIME _____• We will meet/speak: _____ (Webex, skype, phone,...)• Who will initiate each meeting: _____ (Write email to take next appointment, reschedule if cancelled, etc)
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