



## 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**

Deliverable #3

## Mentor - Mentee Handbook

Mentor name:

Contacts:

Mentee name:

Contacts:

## OBJECTIVES OF THE MENTOR-MENTEE HANDBOOK

This Handbook is recommended during the mentoring relationship and is targeted to both mentors and mentees.

It helps giving formality and structure to the mentoring relationship.

Furthermore, it helps the couple to discuss and agree on all the most important aspects of the mentoring program in order to start the process in the most effective way, avoiding potential pitfalls and not losing time.

We recommend the couples to discuss and agree on each of the following key aspects, at the beginning of their mentoring relationship.

### MENTORING KEY AREAS

#### 1. LOGISTICS

At the beginning of the mentoring relationship, agree on logistic details on where and how to meet: this will help you save time and start your path together effectively.

- 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)

#### 2. COMMITMENT & CONFIDENTIALITY

Agree on personal commitment and discuss confidentiality issue: all topics covered during the mentoring relationship should remain confidential.

#### 3. MENTORING GOALS

Goals definition is a key point: Mentee, with the help of the Mentor, should be able to identify specific and measurable development goals. Keep in mind that these goals should be attained, or at least addressed, within the mentoring timeframe. Therefore goals can be ambitious but should be broken down in concrete steps.

- What are Mentee main mentoring goals?
- What actions will we implement?
- What will be the measure of success?

#### **4. MONITORING and FOLLOW UP**

Mentoring is a process, not a bunch of single sessions without a common link: to emphasize this, we strongly recommend the Mentee to keep track of the main topics discussed in each meeting, review periodically achievements and follow up on the actions recommended by the Mentor

#### **5. KEY LEARNINGS**

At the end of the relationship, both Mentors and Mentees should go through a personal reflection on the mentoring experience. They should summarize reciprocal main learnings and actions to carry on after the closing of the relationship.

- objectives: % of achievement
- implemented actions
- actions to be carried on
- mentee learning points
- mentor learning points
- reciprocal feedback



## 1. LOGISTICS

- 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)







## 4. MEETINGS LOGBOOK

Meeting Nr:

Subjects covered:

Agreed **next steps**:



## 5. KEY LEARNINGS

- Main key learnings:

- Actions to carry on: