



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

Mentoring Status Report – Deliverable #4

MENTORING MID TERM CHECK

Few months after the official start of a mentoring program, it is recommended to get in touch with participants in order to check the status of their relationship.

Sometimes couple have difficulties in starting their relationship, due to time constraints or sometimes even reticence in "disturbing" the other person. Furthermore, the initial goal definition phase is key for the success of the program and it is important to make sure that the couple have been able to define detailed and specific mentoring goals.

The mid-term check allows the team to put in place potential corrective actions and help the couple get back on track. Depending on the numbers of participants, the mid-term check could be done via a short on line questionnaire or via email.

In case difficulties arise in some couples, a follow up conference call is recommended.

Recommended questions to ask in a mid term check are the following:

- HOW MANY TIMES DID YOU MEET SO FAR WITH YOUR MENTORING PARTNER?
- DID YOU DEFINE YOUR MENTORING GOALS
- ON WHAT MAIN TOPICS ARE YOU WORKING?
- DID YOU FACE ANY DIFFICULTY SO FAR?

ME-TOTEM MENTORING STATUS REPORT

In the ME-TOTEM Project, PWN team organized the mid term check via email, asking all participants to report on the status of their mentoring relationship.

Mentoring relationship in the majority of the couples is up and running. No further action required at this stage.

Two couples are struggling in starting the relationship and defining goals. Dedicated conference calls have been organized by PWN team to help the couple move forward.

One mentor withdrew from the program and have been substituted by another volunteer.

All couples are prepared to continue working at their mentoring goals toward the end of the relationship, scheduled for December 2015.

ME-TOTEM

WS2 - Mid Term Checkpoint - September 2015

MENTOR			MENTEE			STATUS - SEPTEMBER 2015	
NAME	SURNAME	ROLE	NAME	SURNAME	ROLE	mentor	mentee
1	xx	xx	media relations manager	yy	yy	Senior Manager, Retail Marketing EMEA	OK OK
2	xx	xx	HR Manager	yy	yy	assistant	OK OK
3	xx	xx	Communication Director	yy	yy	Marketing Assistant	SLOW START, REINFORCED BY TEAM THROUGH DUAL SUPERVISE CONTACT
4	xx	xx	University Country Leader and Sales Mgr	yy	yy	Senior Communication Systems Engineer	OK OK
5	xx	xx	Senior Director, Business Operations EMEA	yy	yy	Hear of market Research and Customer Experience	OK OK
6	xx	xx	Senior Legal Director	yy	yy	Satellite Engineer	OK OK
7	xx	xx	Senior Human Resources Director	yy	yy	Production Manager	OK OK
8	xx	xx	Corporate Communications Director	yy	yy	Sales Incentive Specialist	OK OK
9	xx	xx	Deputy CFO	yy	yy	Finance Business Partner	OK OK
10	xx	xx	directeur des nouveaux produits/services	yy	yy	Support Renewal Manager	OK OK
11	xx	xx	deputy spacecraft control centre operations manager	yy	yy	Sales Representative	DIFFICULTIES IN DEFINING RELATIONSHIP OBJECTIVES: RESOLVED BY TEAM THROUGH DEDICATED CALLS
12	xx	xx	Head of Investor Relations	yy	yy	HR Manager	NOT STARTED DUE TO MENTOR UNAVAILABILITY: MENTOR SUBSTITUTED BY TEAM