



# RECOMMENDATIONS

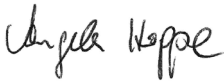
## **for Mentors**

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MENTORING – A POWERFUL TOOL  
OF HUMAN RESOURCES DEVELOPMENT.

**Dear mentors,**

Welcome to our mentoring-programme. You chose to pass on your knowledge and experiences to a young and excellent mentee and to accompany her for an appointed time period on her personal career path as a mentor. These recommendations aim to define more in detail the role you assume as a mentor. We thank you for your commitment to the mentoring programme and we are looking forward to working with you. Please contact us for any additional questions.



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## OUR UNDERSTANDING OF QUALITY MENTORING

**We are convinced** that mentoring is a successful gender equality tool of human resources development for women who aspire to a leadership position.

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**We appreciate about mentoring** that it is based on the mentee's proactivity and her responsibility for her personal development.

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**We witness mentoring relationships** that constitute a beneficial process for both: the mentee and the mentor.

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**We know** that the true potential of mentoring unfolds through trusting, respectful, and non-hierarchical relationships between mentees and experienced leadership personalities.

**We value** transparent support relationships that are embedded in public programmes. Mentoring channels the early dissemination of informal, career-relevant knowledge.

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**We experience** that mentoring sets the stimulus for transformation processes of the respective organizational culture and that it enriches the understanding of career conditions.

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**We observe mentoring partnerships** that challenge mentees to confront their career prospects early on.



*It's just rewarding to share your professional and personal experiences with a dedicated and qualified young woman.*

**Hannelore Kohl**  
mentor

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## TAKING ON THE RESPONSIBILITIES OF A MENTOR,

**You show willingness** to give time, personal commitment, and trust to a mentee, as well as interest in strengthening her competencies and contributing to her learning processes;

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**You exhibit openness** to pass on your career and life experiences and to grant insights into your field and your scope of duties;

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**You are familiar** with transformation processes and offer leadership and executive experiences characterized by challenges, successes, but also crises;

**You can offer** professional networks and wide-ranging contacts and you can imagine using them to serve as a door opener for your mentee;

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**You are interested, appreciate learning** about new perspectives through a mentee, and consider this an enriching aspect of your mentoring partnership.

## AS A MENTOR, YOU GET THE CHANCE

**To reflect** on your own career through the questions of the mentee;

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**To expand** your strategic partnerships and personal networks through new contacts;

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**To gain** new stimuli and suggestions for your own work through the interaction with the mentee;

**To strengthen** advising and leadership skills;

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**To contribute** to equitable human resources development.

*Through the exchange of personal experiences with the mentee I was able to redefine my perspective, to learn much about others' corporate and management culture, and to create a greater awareness of certain role models – and that is beneficial and motivating for both sides*

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**Mandy Wleczyk**

mentor



*For me, mentoring meant to engage specifically and honestly with my own goals, aspirations, and resources. The conversations with my mentor, the exchanges and advising of peer mentoring, as well as the seminar training helped me position myself and make decision regarding my academic career with more courage.*

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**Jenny Linek**  
mentee





## YOUR MENTEE PROFITS FROM

### **Your expertise and your guidance.**

In case of questions and issues concerning the mentee's work, you can share your personal point of view with her and advise her on the basis of your own experience.

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### **Your critical and respectful feedback.**

You can remind the mentee of her strengths and provide valuable stimuli concerning her competencies and her potential for development.

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### **Your advice on important decisions and your strategic proposals.**

Due to your experience you can support your mentee in particular when it comes to career questions. You can discuss potential obstacles and point out courses of action.

### **Your ability to open up doors and networks.**

Beyond that you can also discuss with your mentee how she can gain lucrative, long-lasting contacts herself.

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**Your encouragement** to confront challenges, to keep going, or even to change course.



## AS MENTOR YOU CAN EXPECT

That the mentee prepares carefully for the first **contact or meeting**. Mentees will clarify their specific objectives or questions in an introductory workshop;

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That the mentee actively contributes to the **mentoring partnership** and that she feels responsible for her interests and the attainment of her goals, as the success of the mentoring process critically depends on that;

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That the first meeting also provides a chance to **see** if both of you do want to engage with one another and if your expectations correspond;

That you both determine how much time you can **invest**. You also clarify the terms of contact with the mentee (frequency and duration of meetings, email, phone, or Skype). These arrangements will be recorded in a mentoring agreement provided by the programme coordination;

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That we accompany both of you during the **mentoring programme**. Should you, for instance, reach certain limits in your mentoring partnership, let us know. There is always the possibility of ending a mentoring relationship. Please contact us if you have suggestions or questions.



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To guarantee quality and plan sustainably we continuously refine our mentoring programmes. For that reason, we carry out evaluations on a regular basis.

**We would be happy if you supported us in that endeavour.**

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