

## Guidelines for ICV Mentoring

*Dear Mentee, Dear Mentor*

These guidelines are intended to serve both of you as a basis for the mentoring process and your time together. It is important that mentoring follows some basic rules despite all individuality.

### Basic rules

- You should talk regularly, we recommend once a month.
- Face-to-face meeting, telephone call or video call (Whatsapp, Signal, Facetime, etc.; or MS Teams, Zoom, Google Hangouts, ...) - please organise yourselves in the way that suits you best.
- At the start: During your first meeting to get to know each other, talk about mutual expectations and set some goals for the mentoring process. You should formulate the goals in such a way that you can review them in a final meeting at the end of the mentoring. In the course of the mentoring process, you can adjust them as needed.

### Definition

Mentoring is a simple and efficient measure to promote and develop people. A professionally competent and experienced person (mentor) passes on his/her own experiential knowledge to a less experienced person (mentee) and is available for exchange and discussion.

The concept of mentoring is based on mutual give and take. Not only mentees can benefit from this support, but there are also many advantages for the mentors. For example, both can build a better understanding of each other's current challenges.

One goal is to support the mentee in personal or professional development. The thematic spectrum is not limited and ranges from education, career and leisure to personal development and personal goals. This promotes the willingness to reflect and change as well as communication skills in both mentees and women. The development of mutual trust is enormously important for a successful partnership.

## Checklist

The following checklist can serve as a support for you to build and develop a successful mentoring. It serves only as a guideline and should not be worked through rigidly point by point.

### For the mentee and mentor

- Arrange the first meeting to get to know each other
- Develop a "red thread" together, discuss goals and expectations, etc.
- Agree on regular appointments, if possible one dialogue with each other per month (in person, by telephone or video call). Allow enough time for this.

### For the mentee

- Prepare the meeting: What topics are important to you? What exactly are the issues?
- Follow up the meeting: Take notes, draw conclusions and get an overview of the topics discussed and which ones are still open.
- Use the mentor's advice and tips constructively.

### For the mentor

- Ask specific questions in order to understand the mentee's concerns or situation as well as possible.
- Listen actively: listen and see, instead of judging and evaluating.
- Let the mentee find his/her own solution by asking specific questions. Or discuss together different possible solutions and their feasibility.
- Give constructive feedback on the mentee's profile, professional and personal skills and/or development potential.
- Support the mentee in realistically assessing his/her own strengths and weaknesses.
- Confirm and encourage the mentee on the one hand, question and confront on the other.

**We wish you both much joy and enthusiasm!**  
**Your ICV Mentoring Expert Team**

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