

## Mentoring @ Colombus

Welcome to our  
**Mentoring @ Colombus** program!

**Mentoring @ Colombus** is launched in 2021 at the same time as our Colombus CWT alumni association as we know that many of you are looking forward to getting an experienced mentor or would love to become one. You have told us so!

Before deciding to become a @Colombus mentor or @Colombus mentee, please take some time to evaluate the commitment you are taking. We believe a minimum of 6 months, with two sessions a month is a good plan, on average 1h30 per session.

**@Colombus group mentoring:** New idea! We believe there would be value in doing some group mentoring: up to 6 mentees with one mentor to facilitate discussions and learnings from each other.

If you are interested just tell us and we will set up your group!

## About Colombus - CWT Alumni

Colombus CWT Alumni is an association, created in 2021, composed of CWT ex-employees.

**Our mission:** Bring together and animate a community of CWT alumni around the world and Develop a culture of friendliness, mutual help and business exchanges.

### **Our goals:**

1. Maintain the global CWT community spirit.
2. Create opportunities to meet and share.
3. Network for job seekers
4. Assist in developing business.
5. Mentor individuals and projects.
6. Promote companies of ex CWT employees.

### **Community values:**

1. Solidarity
2. Friendliness and simplicity
3. Multi-cultural / international openness

## Mentoring @ Colombus

### Who will the program serve?

**Mentoring @ Colombus** will be offered to all members and you are invited to participate either as mentors or mentees.

The focus of **Mentoring @Colombus** is extremely broad and will cover different aspects, focusing essentially on professional goals.

### What is Mentoring?

**Mentoring @ Colombus** is a voluntary partnership, free of charge, between two people (mentor and mentee).

It is a two-way, mutually beneficial relationship focused on supporting the mentee to progress on a set of defined objectives.

Mentoring is focused on helping mentees to:

- 1) better define career and personal development objectives
- 2) find guidance, confront challenges and monitor progress
- 3) move toward the realization of established goals.

Mentors are enthusiastic to share their experience while benefitting from the informative perspective of younger professionals.

Reminder: We are also considering **Group Mentoring**, when several future mentees express the same needs and would benefit from sharing as a virtual group.

### Is It Right for You?

Mentoring @ Colombus requires a six-month commitment.

For 2021 our program will cover June to December.

We recommend 2 sessions per month, but you own this.

**For Group Mentoring, the dates will be set and will not change during the mentoring period.**

### Why enrol as a Colombus mentor?

1. You are willing to assist a younger or mid-career professional.
2. You have time and energy to devote to a rewarding volunteer project.
3. You understand the unique challenges of your international careers and would like to share the benefits of your experience.
4. You are interested in learning more about the perspectives of early-career professionals.
5. You personally were mentored by someone whose influence had a great impact on you.
6. You are at a time in your life where you want to reinforce transmission.

## Mentoring @ Colombus

### Why enrol as a Colombus mentee?

- You are interested in charting a long-term career plan.
- You are a junior or mid-career professional seeking a career transition to a new field.
- You are an entrepreneur launching a business.
- You are looking for opportunities in another activity sector.
- You are questioning your work-life balance

### Roles & Expectations for the Mentor/Mentee

**Mentoring @ Colombus** is designed primarily to support the mentee in developing skills for professional and career management, communication, networking. The relationship will be based on understanding and trust.

### What are your strengths as a Mentor?

You are experienced (15 years +) and self-confident.

You are a good listener, non-judgemental and patient.

You have held several roles, in several companies, or several countries, or several type of organisations.

You are comfortable with working with people at all levels, and all roles.

You are comfortable in English.

You have built a solid professional network over years.

You believe in technology, digital learning and new communication channels.

You are open to discuss new approaches and evolve your point of view.

You believe you can be a good sounding board for mentees.

Your experience is relevant and kept up-to-date on markets evolution.

### What is expected from the Mentee?

Be curious and interested in someone you do not know.

Be ready on your development needs or ready to discuss what 's hindering you in a structured way (goals, actions, KPIs, results).

Be ready to listen to feedback and address change using guidance provided.

Be open to testing new things and new approaches.

Be transparent and bring a real-life case (if you have one) for a mentoring project.

## Mentoring @ Columbus

### Tips for Columbus Mentors:

1. Communicate openly with mentee, listen actively to their needs and ask questions.
2. Be positive, enthusiastic and provide non-judgmental feedback.
3. Set clear expectations and boundaries.
4. Install Confidentiality rules and respect them.
5. Be conscious that you do not know all answers, but guide and open new fields of thinking.
6. As needed, seek advice with other mentors
7. Reinforce mentee's self-confidence and assist in their development.
8. Be aware of cultural differences, different environments and viewpoints.
9. Respect CWT's confidentiality as topics might be confidential by nature.
10. Your mentee is not you, keep an open mind to solutions.

### Tips for Columbus Mentees

1. Be proactive, own the scheduling and logistics.
2. Be open-minded and willing to challenge yourself, to try new approaches or consider new ideas.
3. Set out measurable objectives & come prepared to each meeting or reschedule.
4. Be open with your mentor; share your views on the relationship; discuss progress and expectations openly.
5. Reflect positively on you and your actions to drive progress and change.
6. Trust that your mentor is only there for your own good and take feedback positively.
7. Engage actively in your development, take risks and try new things.
8. Be reasonable in your expectations from this relationship, do not over invest, over expect.
9. Discuss how you want to celebrate the end of the relationship.

## Mentoring @ Columbus

### Mentoring Guidelines

These guidelines are a critical part of your first discussion.  
The process of agreeing mentoring expectations has proven to be key for success.

#### **Respecting Confidentiality and security rules**

The ground rule of Mentoring@Columbus is confidentiality.

None of the parties will share confidential information outside the mentoring relationship.

You will respect health security rules as per legislation.

You will also apply all RGPD and data transfer rules as per EU legislation.

#### **The Process:**

- Mentor and mentee both complete the form before the first meeting.
- Jointly review and discuss each other's answers and reach agreement.
- Print a new copy of the form and have mentee write in the agreed answer.
- Both mentor and mentee sign and date the form.
- Mentee keeps the form in her journal and reviews/updates it as needed.

**One month** after the first meeting, mentor and mentee jointly review the answers on which they agreed and gave the mentoring relationship a check---up. They will discuss and agree to any necessary changes.

- A successful mentoring relationship requires a commitment by both partners.
- Each person should understand that she may withdraw from the relationship at any time by informing the other person.
- Each person should keep a copy of the mentoring agreement and make every effort to meet her obligations under the agreement.

#### **Jointly agree on the purpose of the relationship.**

- *What are the objectives for the mentoring relationship?*
- *What areas should be addressed?*

#### **Set the criteria for evaluation.**

- *What will a successful outcome look like? How will you know the objectives have been accomplished?*

#### **Determine the regularity of interaction.**

- *Should be at least twice a month but will depend on the mentee's need and the mentor's availability.*

#### **Determine accountability parameters.**

- *Honesty, vulnerability, accountability and whatever else is required by the Mentor and agreed upon by the Mentee.*

#### **Establish the means of communication.**

- *Email, phone, face---to---face, Skype, etc. whichever is the most convenient. At least one face---to---face meeting is required per month in addition to second or additional meetings by phone and/or email.*

#### **Clarify the level of confidentiality.**

- *What is shared on a personal level must remain confidential unless agreed otherwise.*

#### **Set the life cycle of the relationship.**

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- *The mentor and the mentee should both assess the relationship at the end of a preliminary timeframe, on which they should agree. If they agree to continue, they should set an end date.*

### **Assess the relationship from time to time.**

- *An assessment every two to three months is recommended.*

### **Modify expectations to fit the real--life mentoring situation.**

- *If an issue or concern arises that needs more focused attention, the mentor and mentee should decide whether the mentoring parameters should be changed.*

### **Bring the mentoring relationship to a close.**

- *Celebrate the completion of the program. The mentee should write about the experience and what was accomplished.*

## Mentoring Agreement Checklist

At the start of a mentoring partnership, it is essential to discuss mutual expectations and establish a set of ground rules as to how the relationship will be managed. This will ensure that the relationship develops effectively and that the mentee's needs are met.

Although it is not essential that the agreement be in writing, it should at least be discussed and agreed on verbally. It is not set in stone and should be reviewed regularly and amended when necessary, to ensure that you are both still on track. Use this checklist to ensure that you have agreed on the most important aspects of the mentoring agreement.

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This is the checklist we recommend to complete and discuss together.

Item to be agreed	Complete
Expectations (of each other, of the relationship, of what both parties will learn)	
Confidentiality (should any third parties be informed? If so, what can be discussed with them about the relationship and the discussions?)	
Duration of relationship	
Meetings (frequency, duration, location)	
Broad purpose and goals (what the mentee hopes to achieve)	
Review and feedback (re: relationship, mentor/mentee, and mentee's progress)	
Roles and responsibilities (preparing for meetings, setting the agenda, ensuring the meetings take place, setting goals)	
How feedback will be handled (trust and openness)	
How to end the relationship (celebration, disengaging)	

## Mentoring @ Columbus

### Mentee Final Feedback

Mentee	Mentor
Mentor title	Mentor phone
Number of contacts with mentor	Type of contact

Overall, how would you rate the mentoring experience?

5 -- Excellent    4 -- Good    3 -- Satisfactory    2 -- Fair    1 -- Poor

Comments:

Rate the following statements on a scale of 1 -- 5.				
5 -- Strongly agree	4 -- Agree	3 -- Disagree	2 -- Strongly Disagree	1 -- Don't Know
I have reached all or some of my personal growth goals.				
I feel more self--confident since completing the mentoring program.				
I will continue my training and education.				
The training I received had a positive effect on my career success.				
My mentor and I plan to continue our relationship.				Yes __ No __ Don't Know __
I feel better about my potential for career and personal growth since completing the mentoring program.				
My mentor played an important part in my growth and development.				
I will continue to work on reaching my current and future career goals.				
I would recommend this program to others.				

Mentee Signature and Date



## Mentoring @ Columbus

### Mentor Final Feedback

Mentor	Mentee
Mentor title	Mentee phone
Number of contacts with mentee	Type of contact

Overall, how would you rate the mentoring experience?

5 -- Excellent 4 – Good 3 -- Satisfactory 2 -- Fair 1 -- Poor

Comments:

Rate the following statements on a scale of 1 -- 5.				
5 Strongly agree	4 Agree	3 Disagree	2 Strongly Disagree	1 Don't Know
I feel that mentee reached all or some of her personal growth goals.				
I feel that mentee has more self- confidence since we began the mentoring relationship.				
I think mentee will become a long-term productive employee.				
I would encourage others to serve as mentors.				
I found the mentor role to be too demanding.				
I feel better about mentee's potential for professional growth since completing the mentoring program.				
I feel I played an important part in mentee's career and personal development.				
I have gained from the mentoring relationship.				
I would like to mentor others in the future.				
Mentee and I plan to continue our relationship.				Yes _ No Don't Know _

Mentor's Signature and Date