

Handbook for a Successful Mentorship Program

The goal of a mentorship program is to build and develop a relationship between an adept and a mentor that leads to personal and professional development. Through a mentorship, knowledge should be transferred from a more experienced to a less experienced person. A mentorship is a way to inspire others and oneself to reach a specific “place” in the future. Most thriving relationships require that you meet regularly and often, so we recommend that you meet at least 4 times during the 5 months of the mentorship program. The adept should also have the opportunity to email her mentor for quick advice. The relationship between the adept and the mentor should be built in an open and conversational climate, therefore the conversations should be confidential in order to have a trusting relationship. Dare to evaluate your mentorship between each other after the first half of the program to discuss what has been good and what can be improved. At the end of the mentorship program, it is appropriate to summarize how the meetings have been and discuss whether the sessions met your expectations.

The role of the mentor

Mentorship means that a more experienced person has the role of a role model and offers their competence, experience, time and network to another person with the will to support in their personal development. It is important for the mentor to contribute with a certain maturity, both as an individual and as a professional. A good mentor is someone who has insight into their strengths and weaknesses and who can describe their thoughts and experiences to others. A mentor should, among other things, be a good listener, be truly interested in the adept, trustworthy, unpretentious, supportive and willing to spend time on mentoring.

The role of the adept

It is the adept's responsibility to describe her wishes to the mentor. It is important for the adept to understand that the mentor spends her own time to get involved in the adept's personal development, so do not waste time, come prepared! It is the adept who bears the main responsibility for the mentorship program, and it is the adept who should be in focus during the meetings. Among other things, the adept needs to be open, responsive and willing to take constructive criticism. As an adept, it is also valuable to share your recently achieved knowledge and skills. Dare to be the one who actively seeks advice and guidance. The mentor needs to know what you want!

A common set-up for a mentorship meeting

Before each meeting, it is good that the adept has figured out what she would like to discuss. We recommend that the adept describes it in the e-mail to the mentor when the date, time and place are determined. Common places to meet are online, in public cafes or restaurants. A meeting can be anywhere from 45 minutes to two hours, the adept and mentor should agree on that beforehand.

First meeting

It is important that the first meeting is open and personal to create personal chemistry. We recommend that you set up a plan for how the mentorship program should proceed and which topics the adept wants to cover. It is important to set a clear framework, both for the relationship as a whole and before each conversation.

We recommend that you discuss your personal interests, education, career and personality. It is important that you get to know each other and that the mentor gets a clear picture of the adept in order to be able to give the best possible advice. The adept can prepare *get-to-know-each other* questions for the first meeting. Both need to define what expectations there are for the mentorship program, what do you expect, what do you expect from the other? Most expectations should come from the adept, but also the mentor's expectations and requirements for the adept

are important. It is the adept's expectations that will color the purpose and goals of your mentorship. Who should do what, what is the purpose of the mentorship program and how should you ensure that it is achieved? It might be clever to set SMART goals. Decide the agenda and which subject areas are relevant to discuss. Do you want to focus on leadership tips or just inspiration for the future? Do you as an adept want to focus on how to build your career and get your dream job? In order to focus on the right things and to have something that structures your relationship accordingly, it is important that you early in your relationship make it clear which topics should be highlighted above all. What is the mentorship mostly for? Also, establish a meeting structure. Where should you meet, when should you meet and how should you meet? It can be an advantage to meet more often in the beginning so that the relationship has a chance to develop in the early stages. Decide how the framing of questions are to be prepared and whether an agenda is to be sent out before the meeting.

- Personal presentation
- Expectations
- Agenda/Subject areas
- Meeting structure

Success factors for a successful mentorship program

1. Personal chemistry
2. Clarify expectations
3. The adept's commitment and drive
4. Time

Examples of questions to discuss

- The work situation – tasks and working conditions. Responsibilities, mandates and powers, support and equipment.
- Work relations and work climate – teamwork, conflict management and dialogue.
- Leadership – your own and others, experiences of being a manager, leading a group or a project.

- Work life balance – workload, efficiency and stress, to avoid burnout.
- Career planning – future plans, alternative career paths, start your own business, become a manager or specialist, change profession or industry.
- Extra jobs and internships – where to find qualified extra jobs, opportunities for internships or ways to arrange your own internship.
- Salary negotiation – the external monitoring of the salary situation for various professional roles, advice and arguments prior to the salary discussion.
- Master thesis – tips on specialization or topics for master thesis’.
- Current news at the workplace – development and urgent issues, changes, challenges, re-organizations.
- Business orientation and external monitoring – what is happening in the external environment that can affect your workplaces?
- Industry description – what does the industry look like, nationally and internationally, opportunities to work abroad?
- Ethics at work – the employer's view of ethical and moral issues. What do you do if you do not agree with your employer?
- Workplace DNA – how important is it and how to find the right employer matching my personality and ethics
- Budget responsibility – difficulties and opportunities in being responsible for a cost area or a business.
- Literature tips.

Activity suggestions

- Meet over a lunch, digitally or physically and talk about a selected topic.
- Meet over an evening activity, such as billiards, and discuss prepared questions.
- Review application letters and CV – give constructive criticism.
- Fictional job interview – practice answering interview questions.
- Make a study visit to the mentor's or someone else's workplace. Does the mentor have other contacts you can use?
- Attend a regular working day with the mentor.
- Attend a work-related meeting scheduled by the mentor.
- Read literature and discuss with each other.

The information is collected from:

<http://freddielarsson.se/mentorskap/>

https://www.jusek.se/globalassets/images/affischer/handbok_for_mentorer_adepter.pdf