



HTW Chur

MENTORING PROGRAM

Information for participants

What is mentoring?

The name mentor comes from Greek mythology and is a synonym for a father-figure, friend and advisor. Mentoring is now used to describe the relationship between a more experienced, mostly older person (mentor) and a younger person with little or no experience (mentee). The mentor supports, gives advice, makes introductions to networks and helps to make sense of unwritten codes of conduct in the world of work. The informal mentoring relationship has played an important role in shaping a successful career. In the Anglo-American world, mentoring between Universities and companies has become a key tool for promoting young professionals into industry. The mentoring relationship is beneficial for both mentor and mentee, providing them with the opportunity to change their own perspective on matters. The most important factors for a successful mentoring partnership are an open attitude and commitment from both sides.

Benefits for mentees

- Personality development
- Train social competencies
- Expand professional competence
- Insight into real life work situation of the mentor
- Profit from professional expertise and life experience of the mentor
- Get career advice and discuss possible challenges
- Introduction to networks
- Gain confidence

Benefits for mentors

- Self-reflection on own behaviour and ways of thinking
- Gain new inputs and fresh perspectives on matters
- Improve competence in giving feedback and advice
- Contact with a modern Higher Education Institution
- Promote young talents
- Establish a professional relationship with young person
- Share one's own values and work ethics

Mentoring - Content

It is up to the mentoring partners to decide on the content of the mentoring relationship. It depends on the individual goals of the mentee and the possibilities and competences of the mentor. The following themes are suggestions, which the mentor and mentee could base their discussions on (this is by no means an exhaustive list).

- Current issues (studies and profession)
- Career development advice
- Studies of the mentee (organization, relevant subjects, etc.)
- Daily working life of the mentor
- Informal knowledge about industry, organisations and companies
- Introduction to networks of the mentor
- Personal experiences of the mentor
- Support/inputs for thesis
- Specific situation of the mentoring partners

Preparation

It is mandatory for mentees to attend a kick-off meeting at the beginning of the mentoring year.

Mentors will receive preparatory information in writing about the goals, roles and the proceedings. If there is need for clarifying any information, the program manager will be available for a personal discussion.

Procedure

The mentees are in contact with their mentors for the duration of one year. If personal meetings are not possible, the mentoring partners should maintain regular contact via e-mail or telephone. It is up to the mentoring partners to decide on the frequency of their meetings, however it is recommended to meet at least 3-5 times in person over the space of one year. After the final meeting, the mentees must submit a written report to the project manager.

The mentoring year 2011/2012

2011

15.04.2011	Information announcement about mentoring program
15.05.2011	Application deadline for mentees
May - September	Interviews with mentees
September - October	Search for suitable mentors according to mentee profiles
Early October	Matching of mentors and mentees finalized
Mid October	Workshop for mentees (Attendance mandatory, approx. 1 hr)

From November 2012 Individual meetings of mentoring partners

February	First feedback from mentees
March/April	Networking events for mentors
June	Evaluation meetings with mentors
Juli	Submission of mentoring report from students Final meeting with mentor

End of mentoring year

Contact



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