



KEDGE
ALUMNI

KEDGE Alumni

Mentor Guidebook



Thank you!



You wanted to become involved in our mentorship programme: your choice is a testimony to your attachment to the school and its values, but also, and most importantly, your will to actively participate in the Kedge community.

Your involvement will have a real impact on a student's future. Indeed, a mentor contributes to the success of a future peer, shares his/her experiences and encourages the new generation by supporting the efforts of young students.

As a mentor, your role is to be a person of confidence, to help your mentees make enlightened choices.

The mentorship programme is:



- Student or young alumni that chose their Mentor according to his/her professional profile and his/her capacity to help them achieve the objectives they set for themselves
- Between two and five meetings recommended over one to three months
- Free choice of communication: telephone, face to face, skype, maybe email, depending on your respective availabilities

A relationship built on sharing and development

The mentorship relationship, between a mentor and mentee is characterised by the following:

- **An inter-individual relationship:** over a three-month period, maximum, an experienced professional, a mentor provides support, guidance, and practical help to a less experienced person, a mentee.
- **A voluntary relationship:** the mentee and the mentor commit personally and can stop the relationship at any moment.
- **A two-way relationship:** the mentor shares his/her personal skills, knowledge and experience with the mentee to enable him/her to explore his/her personal and professional situation. The mentor and mentee work together to achieve the predefined goals and objectives.
- **A personal development perspective:** mentorship is a means to enable a mentee to gain the skills, knowledge, and confidence needed to work at a more senior level and have access to impartial and judgement-free advice.

An advisory, supportive, and guidance role

Your position in the relationship is key to the success of the mentorship, as such, below are a few ideas to help you better understand your role with the mentee:

- Create a trusting environment by promoting close and informal discussions
- Share your professional experiences openly
- Try to exchange ideas with your mentor rather than monologues from either you or him/her
- During your discussions, encourage the mentee to ask questions
- Help the mentee find the answers or direct him/her to the right resources

Mentor testimony



A mentor that helps a mentee feels a certain satisfaction and pride because he/she feels useful.

A wide variety of discussion subjects

The mentee can ask you questions about a variety of subjects:

- Advice about his/her career path
- His/her integration in a new internship or job position
- The professional opportunities in your sector of activity or field
- Advice on his/her professional or academic endeavours
- Networking with your professional network
- Advice on his/her CV and cover letter...

Mentee testimony



Today, thanks to the mentorship programme, I was able to increase my chances to land an internship. My CV was re-worked to better respond to recruiter expectations, and I received a lot of advice to help me prepare and succeed in my job interviews. The mentorship programme is a great opportunity for students who want to get real life experience. I am very satisfied with the experience, and I highly recommend it.

Initial contact and first meeting

Initial Contact

It is the mentee's responsibility to initiate contact. He/She will contact you as soon as he/she has your contact information. We have suggested that they contact you directly, by phone. If you believe that the initial contact is taking too long, don't hesitate to let us know.

A successful first mentorship meeting

The first meeting is an opportunity to get to know the mentee and build a constructive relationship for both of you. For a successful mentorship, it is fundamental that the mentor and mentee ensure that the full process is meeting both of their expectations.

A few suggestions for questions that will help you get to know your mentee better:

- What were the major steps in your life, in your academic background?
- Why did you choose those studies in particular?
- What association experience do you have, in school or elsewhere?
- What are you passionate about?
- What are your main qualities?
- What are your weaknesses or flaws?
- What are you particularly attached to?
- What are your ambitions for the future?
- What do you expect from our relationship?

The mentorship relationship

The major steps

The mentorship relationship will require that you complete the following step during each meeting.

- Build the relationship
- Exchange information and set objectives for the meeting
- Work to meet the objectives; strengthen the commitment
- End the mentorship meeting and make plans for the future

To ensure a better follow-up, we recommend that you **take notes during your meetings**, in order to have a summary of your discussions, but also to have a tool to enable you to follow-up on your meetings. Additionally, we recommend that you **place the mentee in an active role**: your role as a mentor must bring you to advise, support, guide, but in no case act in your mentee's place. Finally, in a similar vein, **it is the mentee's responsibility to plan your next meetings**.

After the mentorship

At the end of the mentorship, it is up to you to decide if you want to pursue a relationship with your mentee, or not. In a networking perspective, we encourage mentees to maintain this relationship in the long term.

Contact KEDGE Alumni

If you experience any difficulties in your mentorship relationship or have any doubts in preparing your meetings, please quickly contact:



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A photograph of the KEDGE Business School building. The building has a modern design with large glass windows and a red awning. A blue sign on the building reads "KEDGE BUSINESS SCHOOL". The background shows green trees and a clear sky.

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