



KEDGE
ALUMNI

KEDGE Alumni

Mentee Guidebook



CONGRATULATIONS!

You have chosen to join our mentorship programme: your decision to invest in this programme shows your curiosity, your will to progress, and to discover and learn new things.

With more than 50,000 graduates, KEDGE Alumni offers a quality and dense network, which you can count on for support in your professional projects, to help you expand your skills, and develop your network.

The mentorship programme is a first step into the Kedge Alumni Network...a small step for the student that you are, but a big step for your future career: it provides an excellent opportunity for you to grow, both personally and professionally.

As with many other things in life, the benefits you take away from the programme will depend on your personal investment. And by embarking in this process, you will be able to :

- Discover new areas of interest or deepen your commitment
- Learn with an experienced individual
- Take risks in a safe environment with constructive advice and comments
- Develop precious personal and professional skills
- Identify and pursue your personal, professional, or academic objectives.

If you have this little guidebook in your hands, then your mentor is already waiting for you to contact him or her.

The guidebook aims to help you make the most of your mentorship experience. As such, in the following pages, you will find information, tips, and tools to help you in this new experience as a mentee.

Mentor and Mentee

The mentorship relationship is characterised by the following:

- An **inter-individual** relationship: for a maximum period of 3 months, an experienced professional, a mentor, offers support, guidance, and practical help to a less experienced person, a mentee.
- A **voluntary** relationship: the mentee and mentor commit personally and can put an end to 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, and the mentor and mentee work together to reach pre-established goals and objectives.
- A **personal development** perspective: the mentorship programme provides an opportunity for the mentee to acquire the skills, knowledge, and confidence needed to operate at a higher level and have access to unbiased and non-judgemental advice.



A mentor is a person who will support you and help you get the best out of yourself and your projects. Although the final decision will always be in your hands, a mentor can be very helpful in guiding you and identifying the support you need, weigh your options, and obtain new information. As a mentor, his/her role is to be a third-party whom you can trust, to help you, as a mentee, make informed choices.

A Few Tips

A good mentorship relationship doesn't happen on its own, without commitment. It will take time and effort to get to know one another and create a sense of mutual trust. Your investment, your work will allow you to get the best out of this new relationship.

Prerequisites

Although you may find it easy to build new relationships, committing to a mentorship programme is not a decision to take lightly!

Participating in a mentorship programme requires:

- Time, energy, enthusiasm,
- A commitment to regular meetings with your mentor,
- A commitment to discussing and thinking about your progress and the goals you want to achieve,
- Taking specific measures to extend your growth and learning,
- A passion for your own development.

Key skills of a Mentee

- Active listening for understanding
- Knowing how to ask questions when you don't understand
- Asking questions to explore new options and their consequences
- Being ready to act on the action plans established with the mentor

A Few Tips

Develop a minimum of knowledge

Nothing is more frustrating, or even irritating, for a mentor, than a mentee that doesn't invest in his/her own projects and asks basic questions about the job, the sector, etc.

A number of answers to your initial questions are available online via the tools that KEDGE BS has made available to you.

The Kedge Library and in particular sectorial databases such as Xerfi or Marketline are particularly useful in helping you develop your knowledge about a sector of activity, or certain companies. Beyond the mentorship programme, it is up to you to take advantage of these tools to help you develop your knowledge.

If you are well prepared, your mentorship will be even more fulfilling because it will bring you to have much more in-depth and relevant discussions with your mentor. The development of your knowledge will contribute to your credibility for your future career, in the eyes of your mentor first of all, but also with all of your future contacts.

Basic Principles

- Exchange at least once a month with your mentor.
- Answer all solicitations from your mentor in a timely fashion, within at least 48 hours
- Plan time in your schedule to exchange with your mentor and take into account his/her availabilities.
- For efficiency purposes, come to your meetings prepared and plan the questions you want to discuss.
- Thank your mentor for his/her time: it's a voluntary contribution on his/her part.
- Refer to Brigitte Van Roy for any questions you may have about the programme.

Contacting Your Mentor

It is your responsibility to initiate the first contact with your mentor. Reach out to him/her as soon as you have his/her contact information. It is always best to reach out directly: a telephone call is preferable.

Nonetheless, you can follow-up with the call with an email, using the below template:

“Dear M./ Ms. (Mentor)

Thank you for taking the time to provide me your support through the mentorship programme. I am looking forward to working with you on the different subjects I wish to address. I would like to find a time for us to meet, in person, on Skype, or over the phone. Please let me know when you are available.

I remain at your disposal.

Sincerely,

(First Name, Last Name”

Confirm all of your planned meetings with your mentor within 24 hours and politely ensure that your mentor does the same. Your mentor is an active professional, these confirmations will ensure that there are no misunderstandings or missed appointments.

The First Meeting

The first meeting provides an opportunity for you to get to know your mentor and build a constructive relationship for the both of you; you might as well start off on the right foot. These tips will help you.

Remain open, honest, and transparent about who you are, and your professional and personal expectations in life. You can communicate about your background, your hopes, your dreams, your fears, and your future goals. Your mentor will only be able to help you efficiently if you do so.

The sooner the better!

Initiate contact quickly, as soon as you know who your mentor is. Your first meeting should take place 10 to 15 days after you receive your mentor's contact information.

In person

A first meeting in person would be ideal; nonetheless, that may not always be possible. In that case, suggest a video or telephone conference. Avoid communicating via chat or email.

Pay attention to your environment

Choose a comfortable and neutral location. You can hold your meetings on Kedge BS' campuses, and coffee houses and restaurants will also work. Note that hotels often have a bar area that offers a calm, comfortable, and friendly environment. If the meeting takes place via videoconference, pay attention to your surroundings.

Get to know each other

Professional social networks and the Alumni directory will allow you to learn a little about your mentor before the meeting, take the time to explore his/her academic and professional background, and don't hesitate to ask questions. Pay attention, and listen actively. Share your own background. Have fun getting to know each other. Creating real connections is key to building a solid network.

Specify your expectations and goals

What are your expectations? What are your mentor's? What does she/he expect from you? What do you expect to get out of the relationship?

Agree on the modalities of your exchanges

Agree with your mentor on your mode of communication (face to face meetings, video conference, telephone...) but also the frequency of your meetings. Ensure that you are both clear about these modalities.

Always plan the second meeting ahead of time.

Don't leave your mentor without setting the next meeting: date, time, place, practical modalities.

Dress code

You should wear business casual attire

Preparing Your First Meeting

Here are three personal questions you can ask yourself to prepare for your first meeting:

What are your personal and professional objectives?

This semester:

This year:

In the next 3 to 5 years:

Recall: have you already entered such a relationship?

During your academic career, internship, or as part of a sports, you may have already had a mentor. What did you get out of the experience?

What are your overall expectations for this mentorship programme?

List the three essential points you want help on from your mentor during this first meeting.

- 1.
- 2.
- 3.

Subject to discuss with your mentor mentor

These subjects and questions are suggested to help you identify the topics to discuss, it is not an interview framework: use it as a starting point for new conversations with your mentor.

Explore your professional background and the professional environment of your mentor

What is your background and why these choices?

Among your professional activities, what did you like the most? The least?

What are the fields you see developing in the future? And diminishing?

Choice of your elective according to your professional goals

What electives for better employability in my field?

What choices could limit my possibilities?

Among the options offered, what are those that seem most relevant to my professional project?

Volunteer and para-professional commitments

What professional associations do you recommend I join?

Educational background, internships abroad, partner universities

What experience do you have abroad? What did you get out of these experiences?

What countries should I turn to have a beneficial experience in the framework of my professional project?

Development of professional network

Who do you recommend I contact to continue to learn about your sector/career?

What do you think about my LinkedIn profile? What is the best way to reach out of other professionals on LinkedIn?

Finding information about internships

What companies should I target in your sector to do an internship that is particularly formative?

Finding information about jobs

What possibilities for growth are there in your current company?

What career management measures are planned for in the company?

Management of the transition from school to career

How to best prepare myself for the transition ?

What are the recurrent errors you have noticed among young professionals?

Evolving and career plans

What are the best strategies for optimising my growth in the company?

How can I stand out?

Continuing professional education

How to best prepare upcoming professional exams (i.e. CFA, multiple choice, practical case, thesis defence...)

At what point should I consider doing an MBA or other Master's in my professional career?

Creating a business

What should I take into consideration before I start?

What are the best ways to start a new business?

Personal Development

What failures have you experienced? How did you bounce back? What did you learn?

What life experiences most contributed to your personal development?

Spoken Communication, particularly during job interviews

What are the main qualities you are looking for for candidates in your company?

Do you have any examples of questions I should ask during my upcoming interviews?

Communication among professionals

How do I appear professional and sure of myself without coming off as pretentious?

Based on our discussions, what areas do you think I need to work on to progress?

Personal finances and investments

What advice would you give a young professional so that he/she can prepare his/her financial future?

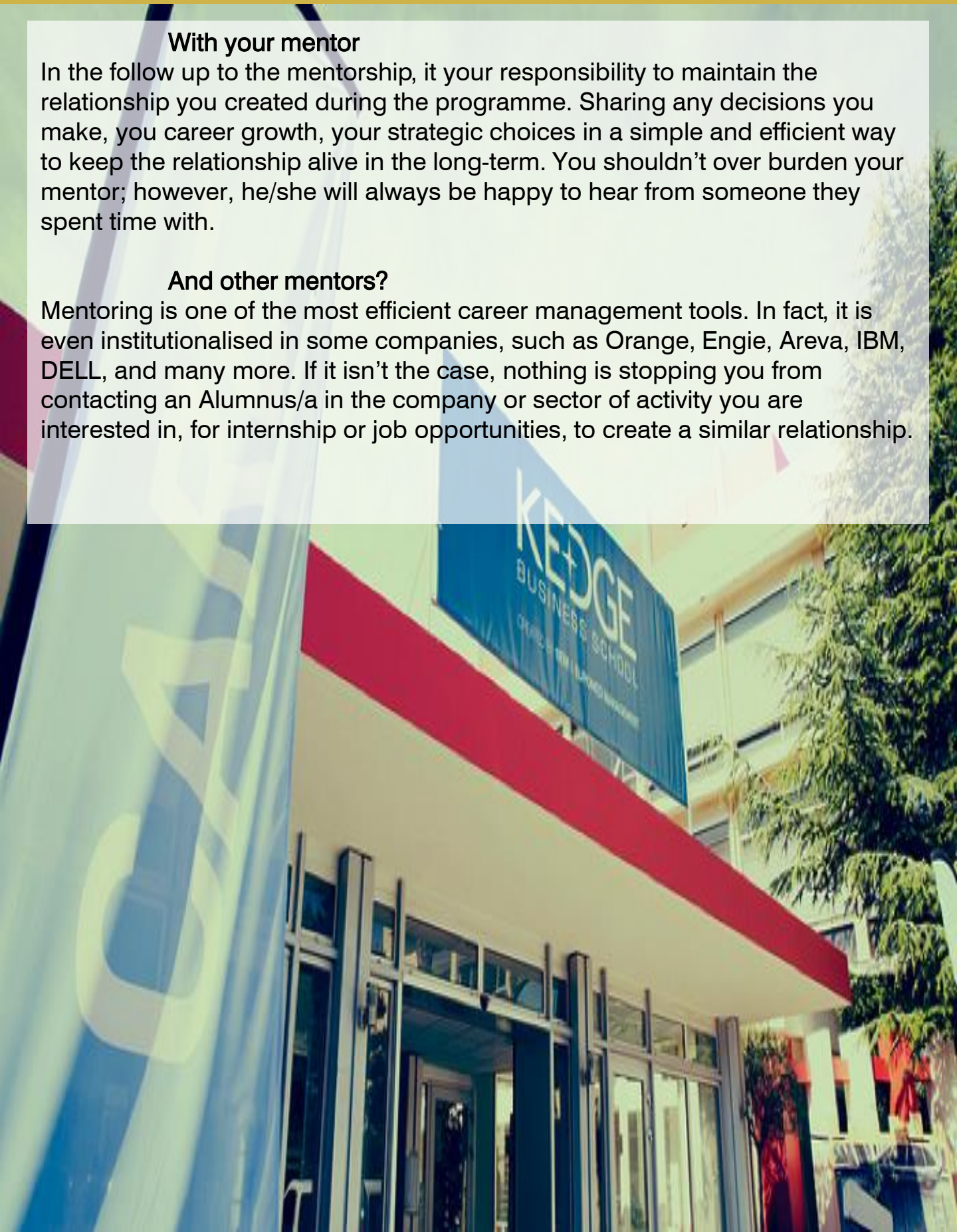
And afterwards...

With your mentor

In the follow up to the mentorship, it your responsibility to maintain the relationship you created during the programme. Sharing any decisions you make, you career growth, your strategic choices in a simple and efficient way to keep the relationship alive in the long-term. You shouldn't over burden your mentor; however, he/she will always be happy to hear from someone they spent time with.

And other mentors?

Mentoring is one of the most efficient career management tools. In fact, it is even institutionalised in some companies, such as Orange, Engie, Areva, IBM, DELL, and many more. If it isn't the case, nothing is stopping you from contacting an Alumnus/a in the company or sector of activity you are interested in, for internship or job opportunities, to create a similar relationship.



KEDGE Alumni Contact Information

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



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