

MENTORING EXCHANGE



Mentoring Program: Comprehensive Rules of Engagement

Welcome to our enhanced Mentoring Programme. This initiative, led by the Nordic Chamber of Commerce, is designed to provide rich professional development and networking opportunities. Here are the structured guidelines designed to maximise the benefits for all involved. Please review this document as part of your commitment to the programme.

Guidelines and Commitments

The programme is designed to promote substantial professional and personal growth through structured and respectful interactions. Here are the key commitments and guidelines to guide your participation:

1. Mentoring sessions are for professional development only and are not to be used for any form of marketing or sales activity.
2. This programme operates on a voluntary basis with no financial transactions. Mentees' employers are encouraged to cover incidental expenses such as travel.
3. Participants are expected to adhere to the times and locations specified in the programme unless mutually agreed otherwise.
4. A minimum of six sessions, primarily face-to-face, is required, with a maximum of ten sessions in total.
5. Ideally, sessions should last approximately 90 minutes but should not exceed two hours unless mutually agreed.
6. Absolute confidentiality must be maintained in respect of all information shared during mentoring sessions.
7. Open and honest communication is essential to address and resolve any issues that may arise within the mentoring relationship.
8. The matching process for mentors and mentees will be carried out with care and discretion to ensure compatibility and respect for privacy.
9. Mentees must be employees of Chamber member companies, while mentors may be drawn from a wider external pool.
10. Full commitment and proactive participation are essential for a fruitful mentoring experience.

MENTORING EXCHANGE



Commitments to Mentors

Mentors are expected to give generously of their time, sharing knowledge and experience to facilitate the mentee's growth. Mentors should prepare for each session with the aim of providing valuable insights and fostering a supportive learning environment. Regular availability for meetings and maintaining confidentiality are essential. Mentors are encouraged to use their professional acumen to guide mentees towards practical and insightful outcomes.

Commitments to mentees

Mentees must take an active role in their development by coordinating with their mentors to schedule meetings and set the agenda for their sessions. It is important that mentees come prepared with specific goals and questions to maximise the learning opportunity. Mentees are expected to respect the confidentiality agreement and demonstrate a proactive and engaged attitude throughout the programme.

Qualities of Ideal Participants

Mentors: Ideal mentors are characterized by a wealth of experience and a genuine interest in supporting others' growth. They exhibit strong communication skills, patience, and the ability to inspire and empower. They also demonstrate reflective practice, incorporating learning from mentoring into their personal and professional development.

Mentees: A mentee should be inquisitive, goal-oriented, and open to feedback. They should come to the mentoring relationship with clear objectives and a readiness to act on the guidance received. Commitment to self-improvement and respect for the mentor's time and knowledge are fundamental.

Structure of Mentoring Sessions

Each mentoring session should be structured to maximize effectiveness. This includes setting clear objectives for the session, reviewing progress on goals, and discussing real-world applications of advice and knowledge shared. Both parties should end the session with actionable items that continue the mentee's development beyond the conversation.

Available Resources and Support

The program provides a variety of resources to support the mentoring journey. This includes access to educational materials, professional development workshops, and opportunities for networking with peers. Mentors and mentees are encouraged to make full use of these resources to enrich their experience.

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Mentors and mentees team from 2022