



MentorMe

MENTORING

GUIDE

Welcome to MentorMe! On the following pages, you'll find everything you need to know about mentoring. Plus, we'll provide you with tools to make the mentoring process even more effective and enjoyable.

Enjoy our Mentoring Guide and here's to a successful mentoring journey!



www.mentorme-ngo.org

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Mentoring Guide

CONTENTS

01 THE BASICS

Everything about the basis for a good mentoring relationship.

02 HOW IT WORKS

How does mentoring work? We tell you what's happening next.

03 ROLE OF THE MENTEE

What are the tasks of a mentee? We are giving the answers to our most asked questions

04 ROLE OF THE MENTOR

What's the role of the mentor and how do you fulfil that role purposefully?

05 PG 25/26 INFORMATION

All infos you need to know about our program year and our trainings for mentees (in german).

06 MENTORME TEAM

Get to know our Team and how to get in touch.



Your MentorMe Mentoring Guide



Dear Mentors and Mentees,
We are delighted that you are part of our MentorMe community. This manual is designed to help you get the most out of your mentoring journey!

Basics for a good *relationship*

- Align expectations and goals from the beginning.
- The mentee takes on a proactive role.
- Schedule at least 1 hour per month for your sessions.
- Maintain confidentiality and reliability at all times.
- Hold regular feedback sessions.
- Track your goals.
- Both parties take responsibility for the success of the mentoring.
- Communicate your feelings and boundaries.
- Respect different perspectives.
- Give each other space and listen actively.
- The mentee decides which advice to follow.

If you find that you are not a good match, please get back to the MentorMe Community Management at matching@mentorme-ngo.org as soon as possible. It can happen that a match does not work out – this does not reflect on the competence or character of either person.

process

We provide some tips, but you can decide which process works best for you.

Set a time frame

- The mentee takes the proactive role: reaching out for appointments and contacting the mentor. The mentee should accommodate the mentor as much as possible. We recommend at least 1 hour per month.

Determine the structure of your mentoring

- The mentoring team decides together whether the mentoring will be structured – with clear topics, questions, focal points – or unstructured.

Define goals and expectations

- Discuss the expectations and needs of the mentee and set your goals for your mentoring journey together.
- Honestly communicate boundaries regarding your roles and expectations.

Reflect on previous sessions

- If a session has already taken place, review the last one:
- Could the mentee implement the recommended steps?
- What was achieved and what was not? Why?
- Use our MentorMe tools (mentoring protocol, strengths tree, SMART goals, etc.) for further guidance.

"Great mentors give wise guidance."

– Lailah Gifty Akita

The mentee describes the situation

- The mentee describes the current situation and communicates what advice, tip, contact, or type of feedback he/she/they need.

Analyze the situation

The team analyzes the situation and individual steps:

- What worked? What didn't?
- What alternatives are there?
- Do we need further information or support.

Mentoring process

Develop Solution Strategies

- As a mentor, ask questions and give the mentee the opportunity to reflect on past behaviours and recognize alternatives.
- Develop solution strategies, discuss alternatives, and check their feasibility.
- If no solution is found, the topic can be addressed next time or other members of the MentorMe network can be consulted for help.

Mentee chooses:

- The mentee decides whether a discussed strategy is a fit or not.
- The mentor provides perspectives, advice, tips, and possibly contacts.

Ending the session

Evaluate the session

The team evaluates the session, e. g., with questions like:

- “What options did we find?”
- “How do we feel at the end of the session?”
- Summarize the results of the conversation and write down important aspects.
- Consider which steps or tasks are appropriate until the next session.

2. Set a date for the next session

- End your conversation by scheduling the next session.

Important: Have fun, enjoy the process, and celebrate every small step. The first steps are often the hardest and should be appreciated.

You can find more tips in our tools "Your Role as a Mentee" and "Your Role as a Mentor."

Mentoring
Creates
Magic!



Your Role as a Mentee

An exciting time full of development and growth lies ahead of you. Who knows what is about to unfold? Be curious and take an active role in shaping your journey!



Tips for a fulfilling

Mentoring Journey

- Reflect about your needs and communicate them.
- Mentoring is made by you and for you!
- Clarify early on what you aim to achieve.
- Proactively ask for sessions.
- Ask questions.
- Prepare your sessions.
- Decide on what you can work on until the next session.
- Be open and grateful for constructive feedback—it is essential for your development.
- Provide feedback in return and address issues early on.
- Respect and honor each other's boundaries.
- Celebrate small and big wins together.
- Enjoy this special time and the growth it brings!

Special tips

- Take time for reflection on the status quo: What is positive, what is negative? Where do you see wins? What are your wishes and fears?
- Use our tools and events for further inspiration.
- Be creative: Role-plays f. i. can help prepare you for upcoming conversations (negotiations, job interviews, etc.).
- Actively discuss things that are currently part of your professional development.
- Talk about further training options.
- If possible, meet in person some time—but definitely regularly online!

How to be a Mentor

Mentoring is a win-win situation for both sides.

Thank you for being a mentor! This experience will be equally rewarding for both you and your mentee. To ensure your time together is as pleasant and effective as possible, we have some tips for your mentoring relationship.



Your role:

- Sharing of professional knowledge, experiences, and possibly contacts
- Assistance with the mentee's short- and long-term career goals/decisions
- Feedback on the mentee's applications (CV and cover letters)
- Feedback on the mentee's professional positioning

How to build your relationship

1. Get to know each other.
2. Align goals and expectations.
3. Set a structure that works for both of you.
4. Formulate goals together.
5. Observe progress and celebrate it!
6. Give each other space for constructive feedback.
7. Reflect at the end of journey: What goals have we achieved?

Important

- Please dedicate time to your mentee once a month. Otherwise, offer alternative dates.
- Listen actively: Observe, understand, and then respond.
- Give your mentee space.
- Be authentic with who you are and what you know.
- Share your expertise, knowledge, and contacts—your mentee will appreciate it!
- Be aware of your boundaries and communicate them clearly.
- Be kind to your mentee while also being honest.
- Challenge your mentee, but also accept boundaries.
- Respect your mentee's decisions.
- Think of tasks for your mentee.
- If you feel it's not a good fit, please don't ghost your mentee: reach out to us!
- And most importantly: Have fun—mentoring creates magic!



Our new

Program Year 2025/2026

We are excited to have you on board!

The MentorMe program year 2025/26 consists of four pillars: mentoring, events, networking, and special trainings (for mentees).

Mentoring

We recommend 1 hour per month. The mentee takes on a proactive role (asking for sessions). More information can be found in our tools **Your Role as a Mentee**, **Your Role as a Mentor**, and in our **Mentoring Manual**.

Events

We offer over 220 Lunch & After Work events per year on professional topics with experts who give talks and answer your questions. Topics include: Personal Branding, Career Crisis, Leadership, Mentoring Tools, Sustainability, Work-Life Balance, Job Applications, and many more!

Here you can find our event calendar:

mentorme-ngo.org/mentorme_events

Our events are posted on our website about 6 weeks in advance.

Networking

On LinkedIn, you will find numerous topic groups with job offers & searches, relevant events, and helpful contacts. Our main group is MentorMe Inside:

www.linkedin.com/groups/7021240

You can find our **24 community groups** on various topics, such as Family, New Work, Personal Branding, Mental Health, Sustainability, and local groups (Berlin, Hamburg, Bavaria, Baden-Württemberg, Rhine-Main) here:

mentorme-ngo.org/community-gruppen

Mentoring Creates Magic!



TRAININGS

Trainings for our Mentees

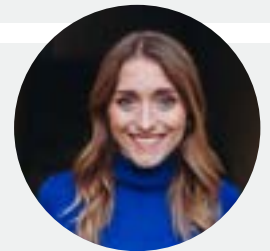
Als Mentee kannst du kostenlos an unseren Trainings teilnehmen. In jedem dieser Trainings lernst du hands on Tools und Methoden kennen, die dich deinen beruflichen Zielen näherbringen.

We are currently offering our trainings only in german.

Hier kannst du dich anmelden:
mentorme-ngo.org/mentorme_trainings



10.01.2026 von 10-14.30 Uhr (online)
Jahresplanung – wie erreiche ich mit Fokus meine Ziele?
 Trainer: Mathias Hamann



27.02.2026 von 11.00-14.30 Uhr (online)
Mental Health: Wie arbeite ich, um gesund zu bleiben?
 Trainerin: Nora Dietrich



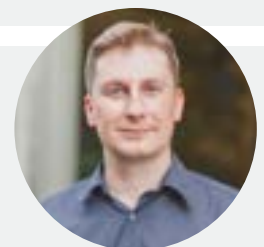
17.04.2026 von 14.00-17.30 Uhr (online)
Finanzstrategie: Wie verwalte ich meine Assets?
 Trainer: Swetlana Ewald



09.05.2026 von 10.00-13.30 Uhr (online)
Leadership: Wie werde ich eine gute Führungskraft
 Trainerin: Karin Lausch



20.06.2026 von 10.00-14.30 Uhr (online)
Verhandeln: Wie du Meister*in der Verhandlung wirst
 Trainer: Thomas Doyle



25.09.2025 von 12.00-16.00 Uhr (Live in Berlin)
Rhetorik: Wie nutze ich Rhetorik für Alltag und Beruf?
 Trainer: Mathias Hamann

In need of support? Contact us!

Get to know our team

Questions about mentoring & mentoring relationships and other inquiries:

Stefanie Lenski, Customer Success Manager: lenski@mentorme-ngo.org

Carmen Köhler, Community Manager: koehler@mentorme-ngo.org

Steffi & Carmen



Matching Support
matching@mentorme-ngo.org

Nadine



Event Planning:
Nadine Henning, Head of Community Management & Events:
hennig@mentorme-ngo.org

Aileen & Nina



Supervision and mediation for any Challenges and Obstacles:

Aileen Müller-Mechnser & Nina Fiedler
mediation@mentorme-ngo.org

Karin



Cooperations & Partnerships:
Karin Heinzl, CEO:
heinzl@mentorme-ngo.org



MentorMe team

You can also find us on our website:
[mentorme-ngo.org/team](https://www.mentorme-ngo.org/team)