

# MentorMe Kenya

## Your Mentoring Manual

### Mentoring goals

The **goals of MentorMe Kenya** and its' mentoring program are that the job-focused mentoring helps people, especially youth and women, to find decent jobs and enhances the business capacities of owners and managers of businesses (MSMEs).

**Job seekers** should see their income increased, secure their jobs or improve their working conditions (improved social security, work health and safety standards, labour rights and/or improved work processes).

**Owners and managers of MSMEs** have enhanced business capacities. They will see their capacities increased in areas such as gross turnover, access to a value chain, improved sector specific standards, link to potential business partners and enterprise size.

### Mentoring frame

- ✓ min. 1x Mentoring per month
- ✓ we recommend 1 hour
- ✓ free or structured
- ✓ be proactive



**Respect** forms the foundation of your cooperation



Definition of topics



Goal definition



Development of solution strategies



The mentee determines which advice she / he takes

# Mentoring Manual

## Assignment of roles and tasks

### **Mentor**

- Passing on professional knowledge, experience
- Respect and goodwill towards the mentee
- Communicate your own boundaries
- Communicate and respect the mentee's boundaries (e.g. accepting tips)
- Help with mentee's short- to long-term career goals/decisions
- Feedback on positioning in the mentee's profession/job

### **Mentee**

Taking on the active roles in mentorship (!) by

- Preparing & communicating their concerns, questions & goals
- Requesting appointments for mentoring sessions
- Willingness to self-reflect and accept constructive criticism
- Openness to new perspectives and ideas from the mentor
- Respect and gratitude towards the mentor

### **Mentor & Mentee**

- Maintain confidentiality and guarantee reliability
- Clearly define expectations on both sides (e.g. type of mentoring session)
- Take responsibility for the success of the mentoring session
- Communicate points of view, sensitivities and boundaries

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## Mentoring Session Guide

*The following are recommendations from MentorMe that can be adopted by mentoring teams:*

**Before the session**, the mentoring team sets a time and location frame (via phone, via zoom or Skype). NOTE: The mentee accommodates this as far as possible! The mentoring team decides together whether the mentoring should be structured - with clear topics, questions, focal points - or unstructured.

**At the beginning of the session**, the mentoring team defines the expectations and goals of the session(s), based on the needs, topics, and questions of the mentee. At the same time, boundaries regarding the role/expectations of the mentee/mentor should be discussed honestly and openly. If a session has already taken place, both look back on the last one: Were results of this session implemented? What was (not) achieved? Why? Why not?

### Thematic focus

The mentee describes her situation and tells the mentor what advice, tip, contact or feedback she needs:

- **Analysis:** The team analyzes the situation and individual steps: What worked? What did not? What are the alternatives?
- **Solution strategies:** The mentor asks questions, gives the mentee the opportunity to reflect on her/his behavior and identify alternatives. The team develops solution strategies, discusses alternatives and checks them for feasibility. If no solution can be found, the topic can be taken up next time or people from the MentorMe network can be asked for help.
- **Decision:** The mentee decides whether a discussed strategy suits her/him and whether she/he wants to try it. The mentor conveys how he/she sees the matter and gives advice, tips, and possibly contacts.
- **At the end**, the team evaluates the session, e.g. by asking questions like: "What possibilities did we find? With what feeling do we end the session?" The mentor summarizes the results of the discussion and can give the mentee hints on those aspects that are particularly important from his/her point of view. Finally, an assignment/task can be given to the mentee and/or the mentor until the next session.
- **The mentoring ends with the scheduling of the next session!**