

Tasks of a mentor

Please note: It is the mentee's responsibility to ask her mentor questions. Mentoring primarily requires the commitment of the mentee. The mentee should be active, prepared thoroughly for the meeting and asks concrete questions. We recommend that the mentee creates logbook for the meetings, noting what has been achieved and who should do what until the next meeting. Of course, you are free to proactively contact your mentee and approach her.

In general, the mentors tasks are:

- Build a good relationship
- Create trust
- Listen actively and with interest
- Stimulate thought processes by asking specific questions
- Telling about own behavioral examples and experiences
- Encourage challenges and advise on further training opportunities

Specifically, the mentors support their mentees by:

- Discussing the mentee's wishes & goals, as well as strengths & weaknesses.
- Brainstorming together about ways and possibilities to initiate the mentee's career aspirations.
- Content support for application processes (in case)
- Transfer of knowledge about professional practice & requirements for professional qualifications
- Passing on tips & tricks, experiences in the job & pitfalls of the job
- Networking with contacts who can help the mentee in the future