

Business PF

Mentoring program at Pforzheim Business School

Mentoring describes any relationship in which a mentor, in this case a graduate of the business school, supports a mentee, in this case a 3rd or 4th semester student of our Business School, in their personal and professional development. Mentors share their experience and knowledge and support their mentees in achieving their goals and successfully overcoming challenges.

Expectations of students in the role of mentees

Participation in the mentoring program requires commitment, initiative, and reliability on the part of the mentees. We have outlined some of the expectations and obligations associated with the role of a mentee as follows:

- **Continuous exchange:** Mentees should be willing to meet with their mentor on a regular basis. These meetings can take place virtually or in person depending on the location of the mentor and mentee. Before each meeting, mentees should prepare the topics/questions they would like to discuss with their mentor.
- **Honesty and trust:** A successful mentoring relationship is based on honesty. Mentees should be willing to talk openly about their goals, challenges, and expectations in order to enable the mentor to provide individual support.
- **Active participation:** Mentees should actively participate in the mentoring process. This includes preparing questions and topics for the meetings and implementing the advice and recommendations discussed.
- **Confidentiality:** Confidentiality is an important aspect of mentoring. Information shared as part of the mentoring relationship should be kept confidential by both mentor and mentee – i.e. not be shared with third parties.
- **Goal orientation:** Mentees should have clear goals for the mentoring relationship and work with their mentor to achieve them. Such goals may be short-term (e.g. improving academic performance) or long-term (e.g. career planning).

First steps:

- **Getting to know each other:** The first contact is about getting to know each other and creating a solid foundation to work together. The general expectations and goals of the mentoring relationship are discussed.
- **Setting goals:** Both parties will jointly define clear goals to be achieved during the mentoring process. That may include both short-term and long-term goals.

Shaping the mentoring relationship

The digital or in-person meetings with the mentor are at the heart of the mentoring process. They provide an opportunity to discuss progress, analyze challenges, and set new goals. The mentor and mentee should agree on the frequency and format of these meetings in advance.

1. Preparing for the meetings

- **Create an agenda:** Before each meeting, a short agenda should be created that covers the most important topics and questions to be discussed. This helps to keep the meetings structured and focused.
- **Prepare the topics:** Mentees should prepare well for the topics they want to discuss. This may include researching specific issues or reflecting on their own experiences and challenges.

2. Structure of the talks

- **Time management:** Meetings should be well organized in terms of time to ensure that all important topics can be discussed within the predefined time frame.
- **Open communication:** Open and honest communication is crucial to the success of the meetings. Mentees should be willing to talk about their progress, challenges, and concerns.
- **Seeking feedback:** Mentees should actively ask their mentors for feedback and use it constructively to further their development.

3. Follow-up to the talks

After each meeting, it is important to reflect on the topics discussed and advice given, and to plan concrete steps for implementation.

The following follow-up steps are useful:

- **Take notes:** Mentees should take notes during or immediately after the meeting to record the most important points.
- **Create an action plan:** Concrete steps should be defined based on the topics discussed. This helps to put the advice and recommendations discussed into practice.
- **Document progress:** Mentees should regularly document their progress and discuss it with their mentor at the next meeting.

4. Final meeting

At the end of the mentoring process, a final meeting is held to reflect on the progress made and evaluate the goals achieved. Future steps and possible further support can also be discussed at this point.

- **Evaluate goal achievement:** The jointly defined goals are reviewed and the progress made is evaluated.
- **Plan future steps:** Mentees and mentors discuss possible future steps and a possible continuation of the relationship.