



Guidelines for ICV Mentoring

Dear Mentee,
Dear Mentor,

These guidelines are intended to provide a framework for your mentoring process and your time together. While mentoring is individual in nature, it should follow certain basic principles.

Basic Principles

- Maintain regular contact; we recommend meeting once per month.
- Choose the format that suits you best: face-to-face meetings, telephone calls, or video calls (e.g., WhatsApp, Signal, FaceTime, MS Teams, Zoom, Google Hangouts, etc.).
- At the outset, use your initial meeting to discuss mutual expectations and define specific goals for the mentoring process. Formulate these goals in a way that allows you to review them in a final meeting at the end of the mentoring period. Goals may be adjusted as needed throughout the process.

Definition

Mentoring is a simple and effective instrument for personal and professional development. A professionally competent and experienced person (mentor) shares their knowledge and experience with a less experienced person (mentee) and provides guidance through exchange and discussion.

Mentoring is based on the principle of mutual give and take. Not only mentees benefit from this support; mentors also gain valuable insights. Both parties, for example, develop a deeper understanding of each other's current challenges.

One objective of mentoring is to support the mentee in personal or professional development. The range of topics is broad and may include education, career, leisure, personal growth, and individual goals. The process fosters reflection, openness to change, and communication skills in both participants. Building mutual trust is essential for a successful partnership.



Checklist

The following checklist is intended to support you in establishing and developing a successful mentoring relationship. It serves as guidance and should not be followed rigidly step by step.

For Mentee and Mentor

- Arrange an initial meeting to get to know each other.
- Develop a common “guiding thread” and clarify goals and expectations.
- Agree on regular meetings—ideally one exchange per month (in person, by phone, or via video call)—and allocate sufficient time.

For the Mentee

- Prepare each meeting: Which topics are important? What specific issues should be addressed?
- Follow up on each meeting: Take notes, draw conclusions, and review which topics were covered and which remain open.
- Make constructive use of the mentor’s advice and feedback.

For the Mentor

- Ask targeted questions to fully understand the mentee’s concerns and situation.
- Practice active listening: observe and understand rather than judge or evaluate.
- Encourage the mentee to develop their own solutions through focused questions, or jointly explore possible options and their feasibility.
- Provide constructive feedback on the mentee’s profile, professional and personal competencies, and development potential.
- Support the mentee in realistically assessing their strengths and weaknesses.
- Offer confirmation and encouragement where appropriate, while also challenging and confronting when necessary.

We wish you both great enjoyment and enthusiasm in your mentoring journey.

Your ICV Mentoring Expert Team

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