



SWEDISH
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مجلس الأعمال السويدي

NORDIC

MENTORSHIP PROGRAM - FRAMEWORK

PROGRAM GUIDELINES

Through the Mentorship Program, SBC links ambitious young professionals with knowledgeable executives and entrepreneurs. Our mission is to promote a mutual exchange of ideas and experiences between mentors and mentees to further develop in their career during a set timeframe.

The program provides the mentor and the mentee with personal career guidance, ideas, business training and networking opportunities where both can benefit from each others' experiences.



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MENTORS & MENTEES

Mentors will be inspired by new ideas and fresh ways of thinking, insights of potential recruits and, perhaps most importantly, the joy of seeing a mentee flourish, grow and succeed.

Mentees will learn from professionals who have extensive experience in their particular field of expertise. Anything from professional support with resumes, tips on how to cope with challenges in the workplace to make the most out of their careers, as well as understanding business ideas and goals.



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BENEFITS FOR MENTEE

- **FEEDBACK ON HOW TO PROGRESS PROFESSIONALLY**
- **GREATER INSIGHTS INTO CAREER OPPORTUNITIES**
- **GUIDANCE ON SHORT AND LONG-TERM CAREER GOALS**
- **GROW RELEVANT NETWORK**
- **FEEDBACK ON RESUME & PERSONAL PITCH**
- **UNDERSTANDING BUSINESS IDEAS AND GOALS.**
- **LEARN FROM CHALLENGES IN THE WORKPLACE**



BENEFITS FOR MENTOR

- GET INSPIRED BY A YOUNG PROFESSIONAL'S VIEW
- GET NEW IDEAS AND INSIGHTS
- RE-ENERGIZE CAREER & THOUGHT FRAMEWORKS
- FIND POTENTIAL TRAINEES OR FUTURE EMPLOYEES
- LEVERAGE EXPERIENCE AND KNOWLEDGE BY SHARING WITH THE MENTEE
- SATISFACTION OF HELPING THE MENTEE PROGRESS TOWARDS THEIR CAREER GOALS



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TIMEFRAME

SEP 20TH - APPLICATION DEADLINE

OCT - KICK-OFF. DATE TBA

NOV-DEC - INDIVIDUAL WORK

JAN - MID PROGRAM REVIEW

FEB-MAR - INDIVIDUAL WORK

APR - CLOSING SESSION AND DINNER. DATE TBA

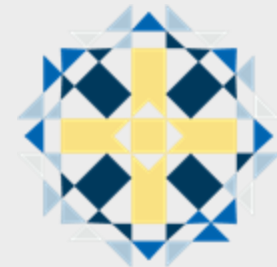


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RELATIONSHIP

IT IS THE MENTOR AND THE MENTEE, WHO DECIDE HOW THE MENTORSHIP PROGRAM AND THEIR RELATIONSHIP DEVELOPS, WHEN AND WHERE THEY WILL MEET, HOW THE PLAN WILL BE SHAPED, THE COMMUNICATION EXECUTED AND ISSUES TACKLED.

HOWEVER, WE WOULD REQUIRE YOU TO FOLLOW THE CODE OF CONDUCT.



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CODE OF CONDUCT

- **NO EXPECTATIONS ON EITHER SIDE TO SPEND MONEY ON EACH OTHER**
- **ALL INFORMATION SHARED SHOULD BE CONSIDERED CONFIDENTIAL**
- **DO NOT ASK YOUR PARTNER TO PERFORM WORK ASSIGNED TO YOU**
- **REPORT ANY CONCERNS TO SBC**



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MENTEE

- **IT IS RECOMMENDED THAT THE MENTEE IS RESPONSIBLE TO DRIVE THE PROGRAM AND IT IS HIS/HER RESPONSIBILITY TO LEARN AND DEVELOP**
- **THE FIRST STEP IS THEREFORE FOR THE MENTEE TO UNDERSTAND WHAT HE/SHE WOULD LIKE TO BENEFIT FROM THE PROGRAM AND WHY HE/SHE IS PARTICIPATING**
- **A GOOD WAY TO PREPARE FOR EACH MEETING IS TO BEFOREHAND SEND AN AGENDA TO THE MENTOR, WHICH WILL GIVE THE MENTOR A CHANCE TO REFLECT OVER OWN EXPERIENCES AND ADVICES FOR THE SAME**



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MENTOR

- **AS A MENTOR IT IS IMPORTANT TO BE A GOOD LISTENER AND TO ALLOW THE MENTEE TO ASK QUESTIONS**
- **ALLOW THE TIME SET EXCLUSIVELY FOR THE MENTEE**
- **SHARE KNOWLEDGE AND EXPERIENCES**
- **PROMOTE CURIOSITY & GROWTH**
- **ASK OPEN ENDED QUESTIONS WHICH WILL HELP THE MENTEE REFLECT AND GUIDE TOWARDS A SOLUTION**
- **IF SUITABLE, SHARE RELEVANT NETWORK CONTACTS & INDUSTRY RELATED EVENTS WITH MENTEE**



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HOW TO START

WHO ARE YOU?

The mentee to start by presenting their workplace as well as an introduction of challenges and areas of development. Why are you attending? What are your goals with this experience? These are all good topics to begin with.

The mentor to give a brief summary of career and current position. What is your background? How did you get to the position you are in today?

WHAT TO LEARN?

Set individual and mutual goals.



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HOW TO START

HOW TO COMMUNICATE?

Agree on how to communicate and schedule the next meeting in advance. Also agree on follow up items after each meetup to maximize the benefits of the mentorship program. A meeting could be outside the office, a lunch, a site visit or at a seminar.

WHICH APPROACH?

Discuss ethical aspects and what is important for each partner.



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IDEAS OF TOPICS

CAREER

Are you in the right industry and area?

Is it time to change workplace?

What are your strengths and weaknesses?

How do you keep yourself updated?

WORKLOAD

How do you plan and prioritize your workload?

How do you set boundaries and say no?

When do you feel negative and positive stress?



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IDEAS OF TOPICS

APPRAISAL AND SALARY NEGOTIATION

How is the development process in the workplace?

How to position yourself for a salary increase or other forms of higher compensation?

How to succeed in negotiations?

ORGANIZATION

How to collaborate in a multi-cultural workplace?

How to tackle challenging individuals at work?

Ways of building trust?



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IDEAS OF TOPICS

LEADERSHIP

What are the characteristics of a good leader?

How to lead and motivate staff?

What are the requirements of a leader?

EXTERNAL RESOURCES

Do you work with external stakeholders and if so, how?

How do you keep a professional relationship with external parties?

What to think about when working with consultants?



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IDEAS OF TOPICS

NETWORK

How to keep efficient networks and what to avoid?

How to use a network most efficiently?

What networks are present today and what needs to be developed?

FUTURE

What are your goals in 3, 5 and 10 years?

What is success for you?

Is there an alternative career or business idea?



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IDEAS OF TOPICS

WORK LIFE BALANCE

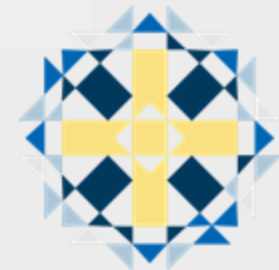
What does your life situation look like?

How & when do you perform at your best?

How do you reach that perfect balance?

Tricks on how to work and have a family?

How to deal with intensive business trips?



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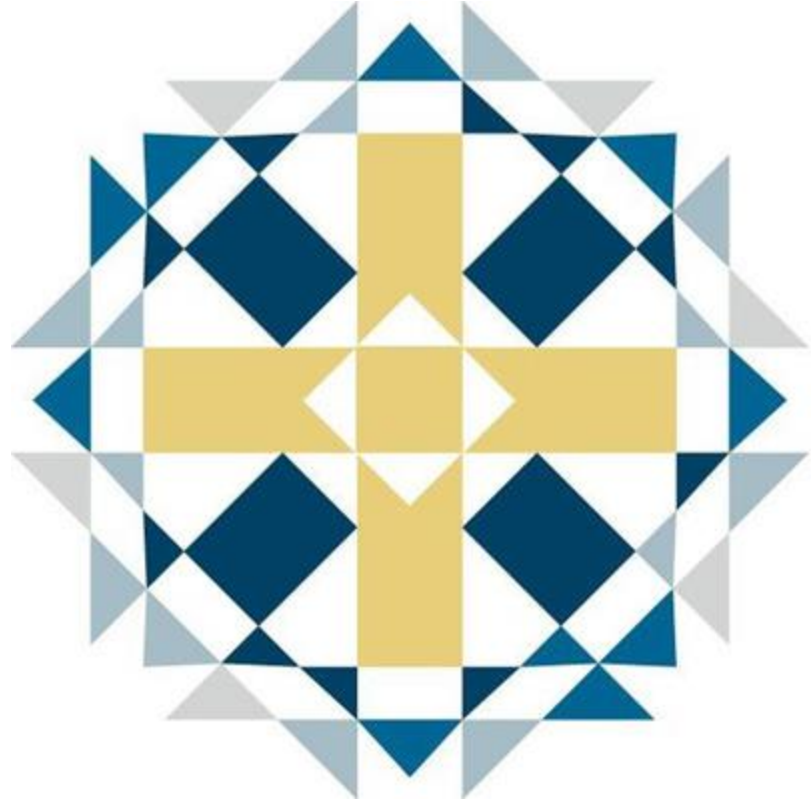
FINAL WORDS

- BOTH PARTIES ARE RESPONSIBLE OF TAKING INITIATIVES
- NETWORK AND TAKE ADVANTAGE OF THIS OPPORTUNITY
- PLEASE CONTACT US FOR ANY SUPPORT OR QUESTIONS:

SBC@SBCUAE.SE



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