

Enjoy the benefits of our **MENTORING** programme **NOW**

Why and How - Guide for candidates mentors and mentees – Sept. 2016
All Legal & Financial NCPs welcome!

**The Brussels Enterprise Agency
NCP Academy – Partner**

Concept



MENTORING



- **1 mentor** (≥ 3 years experience as L&F NCP) + **1 mentee** (< 3 years experience as L&F NCP) **team up**
- Voluntary basis, common interests, **commitment**
- 6 to 12 months **personalised, informal support based on trust**
- **Regular exchanges** (1/2h monthly by phone/teleconference)
- Possibility to have 1 face-to-face meeting
- Mentor and mentee share key findings with the network at the end
- Preferably: 1 mentor has only 1 mentee simultaneously, mentor & mentee are from different countries

Benefits



Mentor

- Get new insights into your current way of working
- Contribute to someone's else professional growth

Mentee

- Ask any question, also those you would not (dare to) ask the Google group
- Learn faster about habits, attitudes, soft skills related to the NCP L&F job
- Discuss questions that matter to you



Dynamic
FLEXIBLE



Process

1) **Call for mentors** now open

- Every interested mentor submits his/her application to NCP_Academy_mentoring@enterprise-ireland.com

2) **Call for mentees** now open

- Every “Newcomer” Legal & Financial NCP submits his/her application to NCP_Academy_mentoring@enterprise-ireland.com

3) **NCP Academy partner ABE** contacts mentee and suggest potential mentors

4) **Mentee and mentor** discuss, agree on their relation, fill in their joint mentoring team form

Mentee should contact ABE without delay if s/he can not find a suitable mentor

5) **Mentor and mentee conduct** the mentoring scheme

In case of difficulty, mentee and/or mentor should contact ABE without delay to help find a solution

6) **Mentor and mentee submit their joint feedback form** to NCP_Academy_mentoring@enterprise-ireland.com within 1 month after end of mentoring

7) If applicable, mentor and/or mentee submit their **travel reimbursement cost form and all original pieces of evidence to ABE** (see contact details in the form) within 1 month after end of mentoring

All forms related to this mentoring are available on www.ncpacademy.eu