

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

Why and How - Guide for candidates mentors and mentees – Feb. 2019
All Legal & Financial NCPs welcome!

**The Brussels Agency for Business Support
NCP Academy – Partner**

For whom ?



Mentor

- Officially nominated Legal & Financial NCP with at least 3 years of experience in Horizon 2020 programme
- Who like to share knowledge and experience
- Who like being a L&F NCP
- Supportive, knowledgeable and open to questioning own current practices and learn deeper
- Can free at least 1/2h time per month for the mentee

Mentee

- Recently officially nominated Legal & Financial NCP with less than 3 years of experience in Horizon 2020 programme *Preferably between 1-6 months in the job*
- Who is curious and eager to learn
- Who want to improve his/her soft and hard skills
- Willing to know new people
- Wo will prepare the mentoring (questions, issues, suggestions) and can free at least 1/2h time per month to exchange

Both recognise the value of this opportunity, act respectfully and are committed an enriching mentoring experience

Concept



MENTORING



- **1 mentor + 1 or several mentee(s) 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
- Learn about other NCP teams work
- 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
- **Become faster self-assured in your job**

- **Broaden your professional network, develop long lasting relationships**
- **Deliver better NCP services!**

FLEXIBLE

Dynamic



Process

- 1) **Call for mentors and mentees continuously open** <http://www.ncpacademy.eu/new-legal-and-financial-ncp/>
Applications forms to be submitted to NCP_Academy_mentoring@enterprise-ireland.com
- 2) **We contact the** mentee and suggest a potential mentor
- 3) **Mentee and mentor** discuss, agree on their relation, fill in jointly their **matching plan form** (duration 6 to 12 months) and send it to NCP_Academy_mentoring@enterprise-ireland.com
- 4) **Mentor and mentee conduct** the mentoring scheme
- 5) **Mentor and mentee submit their joint feedback form** to NCP_Academy_mentoring@enterprise-ireland.com within 1 month after end of mentoring
This can include reference documents or notes elaborated during the mentoring and useful for other pairs
- 6) If applicable, mentor and/or mentee submit their **travel reimbursement cost form and all original pieces of evidence to hub.brussels** (see contact details in the form) within 1 month after end of mentoring

All forms related to this mentoring available on <http://www.ncpacademy.eu/new-legal-and-financial-ncp/>

Tips for mentor and mentee

- **Before the start:** discuss and agree on the basics: expectations, duration, frequency, 1 face-to-face meeting or not...

We take care in selecting the mentor. But the mentee should contact

[NCP Academy mentoring@enterprise-ireland.com](mailto:NCP_Academy_mentoring@enterprise-ireland.com) without delay if s/he can not find a suitable mentor

- **During the mentoring**
 - Keep the momentum, postpone a meeting only if really unavoidable
 - Keep track of all concrete items you build up together (checklists, key finding, reference documents...)
 - *In case of difficulty that you can not solve together: contact [NCP Academy mentoring@enterprise-ireland.com](mailto:NCP_Academy_mentoring@enterprise-ireland.com) without delay to help find a solution*
- **At the end**
 - Share the key findings with NCP Academy
 - You liked it? **Keep contact and become ambassador of the programme**

Guiding suggestions

For the mentor

- Take the lead to organise meetings/teleconferences
- Be discreet and put your mentee at ease
- Remember you were a newcomer once !

For the mentee

- Make lists of questions and prepare the exchanges
- Do not be too shy: all you ask is said in confidence, there is no stupid question
- Remember it is not only about knowledge, but also about soft skills, the NCP ecosystem context...

Enjoy the mentoring and grow faster in your NCP job !