

INSEAD

Alumni  
Association  
The Netherlands

# INSEAD NAA NL Mentorship Program Introduction Guide



# Welcome to the First Wave of the INSEAD NAA NL Mentorship Program!



We are excited that via this new INSEAD Alumni Mentorship Program we will continue our INSEAD journey together. Especially in a tailored, personalised way, where each of you is challenged and supported in your personal and professional development by the conversations that you will have as Mentors and Mentees.

This booklet summarises some key elements of the program.

If at any point in the program you have questions or suggestions for us as the organising team, do let us know. We are here to support you!

Best wishes,

**INSEAD NAA NL Mentorship Program Team**



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# Purpose of the Mentorship Program

The INSEAD Alumni Mentorship Program provides 1 on 1 mentoring by, and for, alumni in the Dutch ecosystem.

The program is aimed to accelerate professional and personal development through mentor / mentee conversations in which the INSEAD alumni has the opportunity to exchange new perspectives on topics that truly matter.

Examples:

- How to transition into a new job, role or industry
- How to manage yourself as your business grows
- How to navigate your role after returning from maternity/paternity leave





# As a mentee

**You will be supported by a mentor with similar shared values to guide you along your career path**

**Via the program, you can**

- Accelerate your competencies and skills
- Prepare for increased responsibilities
- Learn how to expand your network

**By**

- Reflecting on previous experiences
- Learning from your mentor's track record and knowledge
- Learning to successfully navigate specific challenges



# As a mentor

**You will have the opportunity to give back and support a talented fellow alumnus/alumna with your experience**

**Via the program, you can**

- Practice and improve leadership skills
- Develop the capacity to lead personal change
- Increase your self-awareness

**By**

- Reflecting on someone else's experiences
- Seeing someone else flourish
- Expanding into new perspectives



# Mentoring is...

- A learning and development partnership between someone with willingness to listen and someone who wants to learn
- A mid to long-term process based on mutual trust and respect
- A semi-structured approach, with enough room for both the mentor and the mentee to follow their own conversations, yet have some guidance to help set clear objectives
- Focused on long-term performance and well-being. Mentors aspire to help the mentee to develop skills that are not just relevant in their present job, but also for the future

# Mentoring is not...

- A one-way street only
- A short-term process of 2 conversations
- A rigid, structured and formal approach
- A short-term focused activity only

# Roles and Responsibilities

Responsible for driving the mentoring relationship, including scheduling the appointments

Expected to work with commitment and enthusiasm on personal development: once started you'll follow up

Prepare the first session by developing clear objectives (and co-shaping it with the Mentor)

Responsible for asking questions and, where mentee is open to it, share ideas and challenge the mentee in order to grow

Support the mentee in developing one clear objective for each conversation. Being clear and realistic

Always remember to be kind, open and honest

## Mentee

## Mentor



# Preparation

01

## WRITE DOWN EXPECTATION



Write down your expectations for the mentoring relationship using the Kick off Form (both the Mentor and the Mentee)

02

## DEFINE GOALS

Define your objectives and goals of the mentoring relationship (the Mentee)



# First meeting

03

## INTRODUCE YOURSELF

- Professional background
- Motivation at work
- Strengths and weaknesses
- Short and long term development needs
- Objective of participating in the program
- Expectation of the program



04

## DISCUSS PRACTICALITIES

- Clarify roles and responsibilities
- Set up future meetings



# Subsequent meetings

05

**4 FOLLOW UP CONVERSATIONS,  
1 EACH MONTH, FOLLOWED BY  
A WRAP UP MEETING**

- Review progress on action items determined during the previous meeting
- Discuss items of interest, current challenges, recent successes, etc
- Discuss actions to be completed before the next meeting



If the match is not right, please contact the mentoring team and we will work with you to find a new match.



# Closure event & feedback

## 06 CLOSURE AND FEEDBACK

At the end of the pilot, we will get together as a group to celebrate the progress made, yet also to reflect: What did you learn as mentee and mentor? What can we do better next time?

We finish the journey together with a short assessment and feedback, as we want to improve the Mentorship Program each time.



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