



# ERM MENTEE MANUAL 2021

Welcome to the ERM Mentorship Programme

Designed to run from June 2021 – Dec 2021.



# Table of Contents

- 1**     **[The Programme at a Glance](#)**
- 2**     **[How the Programme Works](#)**
- 3**     **[Important Considerations](#)**
- 4.**     **[Some points as Mentees that you should keep in Mind](#)**
- 5.**     **[Mentoring Checklist](#)**
- 6.**     **[FAQs](#)**

# This program is intended to



1. **Build networks** and improve the mentee's confidence in their ability to execute the tasks at hand
2. **Offer an opportunity for professional development** by developing skills/competency
3. **Promote idea exchange** between experienced professionals and young practitioners, and
4. **Help Mentee's with their career / professional growth** by giving the Mentees practice in accepting feedback from a consistent source

# How the program works...

- 1. A proactiveness and a commitment from you:** The ERM Mentorship Program will run from June 2021 to December 2021 so a 6-month commitment is required of all participants.
- 2. You and your Mentor:** You will be matched with an industry leader based on the responses we receive on [google-forms](#). Once matched, ERM will inform, both the mentor and mentee about the corresponding person by emailing each person with mutual contact information.
- 3. Building a professional relationship:** It is the Mentee's responsibility to make the first contact via email or phone within one week of ERM's introductory email. During this first meeting, mentee and mentor will introduce each other and agree on the frequency / regularity of communication (e.g., talking bi-monthly for 30 minutes or monthly for 1 hour)
- 4. Developing Goals:** Once introductory meetings have been held, you need to develop goals for career/professional development and submit those goals to [partner@erm.com.pk](mailto:partner@erm.com.pk). Please note in the Orientation session ERM will help you in this step by providing a template for goal development. Also, it is ok if these goals change during the course of the programme – but they are important as they allow you to set an initial course for development and we at ERM will be able to measure your progress at the end of the program.
- 5. Check-in with us from time-to-time:** Even though ERM will - through periodic emails and ZOOM sessions monitor the Mentor/Mentee partnerships to ensure that contacts have been made – it is also recommended to reach out to us in case you think you need additional help
- 6. The end doesn't mean the end:** Even though the programme is from June 2021 to December 2021 - an important component of this program is to stay in touch – so if you and your Mentor agree to continue the conversation – that's perfect!

# Important considerations...

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## ***Mentee Activities for an effective Mentorship Relationship***

**Ask yourself:** What are my goals? How can a mentor assist me in meeting these goals?

**Take the initiative.** Introduce yourself and talk on topics of mutual interest.

**Discuss your needs** and expectations with your mentor; think about what you want out of the program **prior** to each meeting.

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**Ask your mentor for his or her CV.** Identify key steps in his/ her career path that seem valuable

**Update your own CV** and share it with your Mentor for Feedback

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**Be committed** to carrying out agreed-upon goals; follow through.

**Be receptive** to suggestions and feedback and **keep mentor informed of progress.**

**Be on time for any scheduled meetings/telecon** and notify in advance if unable to attend.

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**Realize that having a mentor is a privilege** and work hard to take advantage of the opportunity.

Contact [ERM](#) staff if there is a concern with the mentorship relationship

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## Mentees keep in mind...

- 1. It's your job, not theirs.** The focus of mentoring is on you, the mentee. Therefore, don't expect your mentor to do all the work. His or her role is to facilitate your development, not do it for you. Take the initiative and follow-up on agreed upon goals.
- 2. Think commitment.** Regular, ongoing contact is key. Agree with your mentor to meet/talk on a regular and ongoing basis and avoid cancelling appointments.
- 3. Be prepared.** Do your homework before your meeting/talk.
- 4. Give back and get more.** Take the time to share examples and to say "thank you" on occasion, and you'll often find that the mentor will give more without your having to ask.
- 5. Keep expectations realistic.** Have periodic conversations to discuss expectations.
- 6. It's risky, but it's healthy.** A mentoring relationship should challenge you both professionally and personally. This can't happen unless you're willing to take risks. Discuss things like your lack of confidence or maybe how to excel at work.
- 7. Be yourself;** Recognize your uniqueness and resist the temptation to clone your mentor. Recognizing our differences allows us to remain who we are.
- 8. Talk with trust!!** - Don't sit with an issue that you should discuss with your mentor; otherwise, it will severely impact and could derail your relationship. Here's an example: the relationship is not going well, and you/your Mentor frequently cancel appointments. Instead of discussing the issue, you both avoid it. Your relationship is probably a waste of time. Talk about reframe your relationship in a positive way and reach out to ERM in case of any questions.

# Mentoring Checklist

Objective	Mentees	Mentors
<b>1. GET TO KNOW EACH OTHER</b> <i>People come from diverse backgrounds / experiences - get to know one-another!</i>	Take the initiative. Introduce yourself AND realize that having a mentor is a privilege and work hard to take advantage of the opportunity	Engage in your own learning while you are mentoring, collaborate on projects, ask questions and learn from the Mentee!
<b>2. KEEP COMMUNICATIONS OPEN</b> <i>Think about what you want out of the program prior to each meeting</i>	Be up front. Let your mentor know about your goals and what you expect from the program.	Help your mentee set realistic expectations / goals. Also, if you know you will be unavailable because of business or personal travel, let them know.
<b>3. OFFER SUPPORT</b> <i>Encourage each other to explore new areas</i>	Remember that your mentor is there for you <b>but</b> only as a guide	Encourage communication and participation. Help create a solid plan of action.
<b>4. DEFINE EXPECTATIONS</b> <i>Be receptive to suggestions and feedback.</i>	Review your goals. Make sure your action plan is reviewed with your mentor.	Help set up a system to measure achievement.
<b>5. MAINTAIN CONTACT.</b> <i>The more consistent you are, the more you will be trusted!!</i>	Be polite and professionally courteous. Keep up with your e-mails and engage your Mentor.	Respond to your e-mails. Answer questions and provide advice / resources. Follow up and keep Mentees engaged
<b>6. STAY POSITIVE!</b>	Remember that your mentor is offering feedback and not criticizing.	Recognize the work the mentee has done, and the progress made.

# FAQs

**What if I'm not comfortable with my proposed Mentor / Mentee?**

Please tell us! The purpose of your first meeting is to see whether the two of you are compatible - the match won't be finalized until you have both approved it. Tell us frankly if things aren't working the way you had hoped. If you haven't talked directly with your Mentor about issues that are causing disagreement, do so. Often, it will be a question of miscommunication that can be cleared up through open conversation.

Depends on you and your mentor. An important component of this program is to reach all your goals and objectives. Once those are completed, discuss this with your Mentor. Mentoring relationships are expected to last anywhere between six months to two years or longer.

**How long am I going to work with my Mentor / Mentee?**

**What will my mentor do for me?**

It is up to the mentee to take the initiative and make this Program a successful experience. Mentors offer information, support, feedback, contacts and ideas. However, the mentee has to take it from there.

Help you in getting a JOB!! But realize that this relationship expands the mentee's network of contacts thereby developing opportunities to move up the career ladder

**What will my mentor NOT do for me?**



# FAQs

**Are mentoring discussions confidential?**

In order to foster open and honest communication, the mentor and the mentee must be able to trust that each other will not disclose their discussions with others.

The types of questions asked vary and there are no right or wrong questions to ask. When you talk to your Mentor, ground rules should be set so that each individual in the relationship is comfortable sharing information. As a general rule of thumb, if you are not comfortable asking a question or sharing certain information, then don't share it. As you develop a relationship with your mentor and the comfort level increases, you will eventually feel comfortable discussing issues that at first you might see as inappropriate.

**What types of things should I ask my mentor?**

**When should I contact my Mentor?**

Your mentor's availability and the best times and methods of getting in touch with him/her are items to discuss during your first meetings. You and your mentor should share your communication styles and specifications to ensure you have the best communication possible

Always be open, honest, and respectful with your mentor and if you have any questions or concerns, contact [partner@erm.com.pk](mailto:partner@erm.com.pk)

**I have questions about my Mentor – what do I do**

## REMEMBER

First understand the value of the relationship.

Second build the relationship.

Third – maintain the relationship and **pay it forward!**

In case of any questions – talk to us!!



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