

ALLILON Mentoring



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Λέξεις κλειδιά: mentoring relationship, mutual trust, confidentiality, Certificate of Mentorship, meaningful conversations, networking

The French writer François Fenelon, in his work *Les Aventures de Télémaque* ("The Adventures of Telemachus", 1699) presents Mentor-Athena accompanying Telemachus on his journey, giving him directions with a friendly and supportive approach and finally bringing him back close to his father, Ulysses. Because of Mentor's relationship with Telemachus, and the disguised Athena's encouragement and practical plans for dealing with personal dilemmas, the personal name *Mentor* has been adopted in Modern Greek, Latin and other languages, including English, as a term meaning someone who imparts wisdom to and shares knowledge with a less-experienced colleague.

The role of a mentor is to encourage the personal and professional development of a mentee through the sharing of knowledge, expertise and experience.

The mentoring relationship is built on mutual trust, respect and communication, and involves both parties meeting normally 'one to one' with confidentiality and privacy to exchange ideas, discuss progress and set goals for further development.

Ethics demand that the relationship be conducted in a professional manner with consideration and

respect for both mentor and mentee.

Who can benefit from mentoring?

Mentoring can be useful to all professionals, graduating and Research professionals, young professionals needing mentoring to decide about future career paths and mature professionals needing support to explore opportunities in their professional life.

Mentoring of ALLILLON is strategic in its approach, aiming at providing guidance based on real life experience on the important choices the mentee is facing in his/her efforts to improve his/her professional prospects, involving for example:

- the next stage of postgraduate studies, or
- the professional integration, or
- the next career steps, or
- the creation of a carrier mapping, or
- the creation of a new company, or
- the expansion of the activities of an existing company, or
- the acquisition of required skills, etc.

Our mentors remain strictly volunteers and offer their advice in the context of ALLILON completely free of charge.

Finding the perfect mentor for you

Potential mentees will have access to mentors only through a "Certificate of Mentorship" issued by our Communication Team.

The candidate mentee should as a first step complete the relevant form on the website of ALLILON and then, after receiving the necessary certificate from the Communication Team, contact the mentor(s) chosen.

To select the perfect mentor for you there are four main things to consider:

1. Relevant experience.

Choosing a mentor with experience and success not only in your field in general, but as much as possible with experience to your specific personal and business goals.

2. A practical approach.

The ability to help you specifically to scale up your business goals.

3. A holistic vision.

Find a mentor who understands that success on the personal side is key to success on the business side, and vice versa. Look for somebody who sees the whole picture."

4. Network alignment.

In addition to offering you the benefit of their experience, your mentor will open you up to many new connections. We suggest thinking beyond the mentors themselves and looking at the network they sit within, and how this might align with your goals.

Mentoring outcome objectives

1. Conversations

In general, the basic mode of mentoring is having meaningful conversations that will move the needle in areas of your life or business that matter most to you. The mentoring offered by ALLILON concentrates on important decisions for your future as indicated above.

2. Curiosity

As they say, "if you are doing what you have been

doing, you will continue to get the results you have got." Don't hesitate to explore options in preparation of a decision that you know you will face in the future, even if you are not ready or the conditions are not yet mature to allow you to take such decision yet.

3. Capacity

Power from a philosophical perspective is the "capacity to take action to produce meaningful results."

A good way to know this is if at the end of a conversation with your mentor, you begin to find some things that seemed "impossible" seem very "possible."

4. Confidence

Confidence will empower you and will give you the motivation to take the right actions.

5. Connections

The right connections for you at the right time can instantly open new doors, expand your capacity and give you credibility by association. A good mentor thoughtfully connects you to the right people via their network. Networking is always a priority for a mentor of ALLILON. It is important that you grow and earn that right to deserve such introductions.

Role of the mentee

The best mentoring programs are mentee driven. Mentees are strongly advised to bring questions, also concerns, or problems, even better targets and options to the mentor who listens, supports, informs, and sympathizes without judgment, criticism, advice, or comparison. Mentors of ALLILON are encouraged to focus directly on the specific priorities of the mentee. Thus:

Take the initiative in the relationship. Once you have the certificate from the communication team, invite your mentor to meet with you, suggest topics to discuss, ask for what you need. Use email to start with, and then arrange for time in person.

Bring questions, confusions, concerns, and problems. But also bring successes, alternatives, and ideas. New mentors are engaged because of all they bring. See your mentor as someone who can help you be a better you.

Make good use of your first interview. Scheduling in advance, spontaneity, and a combination are all fine — more meetings can take place as long as they work with you both.

Be clear what you need, and if an activity or suggestion just isn't of interest, say so. Stick with teaching/learning, academic/community, and work-life balance issues that are truly of interest to you.

Don't expect your mentor to know everything or be able to help in every situation. But do check with your mentor early on when you need help.

Ask for information and, if appropriate, advice. Understand that any advice is not the last word, and may not be right for you. The more important a concern, the more important to weigh advice carefully and get second and third opinions.

Be open to discussions and constructive alternative ways to handle teaching and professional responsibilities.

Elicit a mentor's help in developing other informal supportive relationships.

Be honest about any minor concerns regarding the mentoring relationship. If things are just not working, face facts and follow a "no fault" separation policy if the mentoring time is not over; you can contact a new mentor of ALLILON or just use other support.

Mentoring procedure

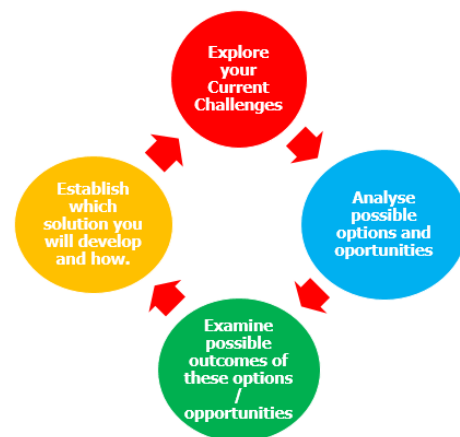
When rapport is established, as indicated above, and both parties feel that they can work well together, they can take the conversation further. Ini-

tially, establish the boundaries of the relationship, probable length, ways of working, confidentiality, and most importantly: learning and development objectives.

Like most relationships, mentoring relationships progress through stages. Your formal mentoring relationship will likely reflect four developmental stages with each stage forming an inherent part of the next:

- I. Building the Relationship
- II. Exchanging Information and Setting Goals
- III. Working Towards Goals and Deepening the Engagement
- IV. Ending the Formal Mentoring Relationship and Planning for the Future

Your mentor will help you:



ALLILLON procedural considerations / highlights:

An approval certificate issued by ALLILLON, to initiate contact, is an essential component of the mentoring procedure. The validity period of the certificate to contact the mentor(s) is normally 1 month.

The mentee is requested to carefully read the profile of the mentors concerned and particularly the description of the mentoring area and the skills, knowledge and experience of the mentor provided in his profile,

which normally is quite detailed and focused. The mentee is expected to adapt to the mentor's definition of the mentoring field(s) provided.

The main aim is the one-to-one discussion that should be focused and brief (normally max 1 hour).

The two sides if they agree can organize another meeting (but it is not "a must" and it is not necessarily expected).

Our mentoring sessions are always accompanied by an efficient and careful evaluation process by both the mentor and mentee.



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