

## CHECKLIST FOR MENTEES

### PARTICIPATING IN

#### THE CROSS-MENTORING PROGRAMME 2016/2017

A strategy for the professional promotion for women and men in leading positions

#### 1. Possible areas (Please tick all points where development is of interest)

##### **Strength to perform**

- To develop more quickly in comparison to the peer group
- To perform exceptionally in comparison to the peer group
- To have a high level of maturity in the accomplishment of difficult tasks and complex challenges
- To be able to understand complex patterns
- To be flexible and able to adapt in different situations
- To lead opinion
- To give direction through clearly formulated messages
- To be strong in difficult situations
- Other: \_\_\_\_\_

##### **Potential for promotion**

- To show ability for promotion through personal PR
- To develop proposals, which address issues caused by unfilled vacancies and complex or time-consuming tasks, by reviewing organisational structure or including job rotation at the same grade
- To be transferred to a different product or field of expertise
- To accomplish change and benefit from it
- Other: \_\_\_\_\_

##### **Client focus**

- To establish optimal client relationships
- To combine the goals of the company with the client's wishes
- To identify opportunities for improvement and to implement them
- To meet internal and external clients with competence and openness
- Other: \_\_\_\_\_

##### **Team Work**

- To continuously develop the cooperation within the team
- To develop cooperation with other business areas
- To support participation in decisions concerning other team members
- To share information
- To intermeditate in conflict situations
- Other: \_\_\_\_\_

##### **Innovation**

- To foresee consequences of own actions
- To be result orientated
- To use innovation and change as an opportunity for the company and herself to initiate, monitor and organise changes
- To adapt quickly and in a flexible way to changing situations
- To show openness towards new ideas, structures and experiences
- To actively design the working environment and to bring in creative ideas and proposals
- To challenge habits/the status quo
- Other: \_\_\_\_\_

**Performance**

- To welcome major challenges
- To show extraordinary commitment
- To have high expectations towards her-/himself and others
- To clearly show outstanding performance
- To consciously apply "best-practice" options
- Other: \_\_\_\_\_

**Confidence**

- To enable others to act independently
- To give feedback
- To request feedback and to reflect on own behaviour
- To fulfil promises
- Other: \_\_\_\_\_

**Miscellaneous**

- To improve Self-PR
- To improve understanding of board policy/communication
- To build up a long term career plan
- To increase authority
- To increase networking
- To improve understanding of gender behaviour
- Other: \_\_\_\_\_

**2. Criteria for the "ideal" mentor**

(Please be aware that not all choices can be matched)

Gender:	Female	Male	
Language:	English	French	German
Sector:	Finance	other (service) sector	production industry
Company culture:	German	Other European	outside Europe

**3. Personal Data**

**Surname and first Name** \_\_\_\_\_

**Age** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Direct telephone number** \_\_\_\_\_