

## GUIDELINES FOR MENTEES

In business mentoring programme, mentees are young Vietnamese entrepreneurs who are facing a lot of problems & challenges on the way to set up a business for their own.

### THE ROLE OF THE MENTEE

With the supporting of mentor, mentee have to try their best to build up the mentoring relationship successful. To achieve this, some of important qualities and skills that are required of a mentee are:

- Appreciate and be willing to listen to the advice, guidance of the mentor.
- Respect and trust in mentor
- Honestly interact with mentor about problems/issues that your business is facing and and what skills need to be advised.
- Clarify mentee's goals and expectations of this programme.
- Positively cooperate with mentor to implement the agreed goals and sub-tasks within a defined time period



### PREPARATIONS FOR THE FIRST MENTORING MEETING:

- Identify problems/issues that your business is facing and skills need to be mentored so that you can clarify your goals and expectation of the mentoring programme.
- Arrange interpreter (if necessary)
- Discuss honestly the way of mentoring with mentor and your expectations in the next meeting.
- Arrange the next meeting or if possible draw up a schedule for future meetings.

IF YOU WISH TO BECOME A MENTOR OR MENTEE,  
PLEASE CONTACT US:

**YOUTH EMPLOYMENT PROJECT (YEP)**  
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YOUTH EMPLOYMENT PROJECT

## BUSINESS MENTORING PROGRAMME



Designed by Comart (844 442)

Business mentoring is one of programmes within Youth Employment Project framework which is jointly implemented by Vietnam Chamber of Commerce and Industry (VCCI) and International Labour Organization (ILO) aim to build up capacity for young labour force in Vietnam. So that they can satisfy work requirements at international economic integration period.



### WHAT IS MENTORING?

"Mentoring is the offering of advice, information or guidance by a person with useful experience, skills or expertise for another individual's personal and professional development"

### WHO IS MENTOR?

Mentor is specialist or experienced manager from foreign companies, multinational corporations or big Vietnamese companies who will assist young Vietnamese entrepreneurs in achieving their career goals by giving advice, guidance; sharing knowledge and insight of their experience.

### WHO IS MENTEE?

Mentee is young entrepreneur between the ages 24-35 and in the first five years of their business who is interested in seeking the help of a mentor to deal with their business problem/ issue and want to improve and grow their business.

### HOW DOES MENTORING WORK?

- On a one to one basis
- The selection and matching of mentors and mentees will be done jointly by VCCI with the concerned partners and base on the registration forms of mentors and mentees.
- Mentoring meeting will be carried out once a month. The meeting time & location will be agreed by mentor & mentee then reported to VCCI.
- Open and honest interaction between participants.
- Identify the problems/issues that need to be mentored.
- Finding alternative ways of resolving issues/ problems
- The relationship is recorded and reviewed quarterly.

### DURATION

- The BMP will be for 1 year.
- Location can be mutually agreed between mentor and mentee.
- Mentee have to arrange their own interpreter from their company if needed.
- It will be up to mentors to decide whether they will entertain e-mails and/or phone calls from their mentees in between each mentoring session.



### GUIDELINES FOR MENTORS

#### THE ROLE OF THE MENTOR

During a mentoring relationship the mentor may be called upon to fill the role of advisor, coach and role-model while giving guidance and moral support to their mentee. These roles can contribute in assisting the mentee to overcome problems they now have or will encounter in their business planning.

#### BUILDING A SUCCESSFUL MENTORING RELATIONSHIP

Some of important qualities and skills that are required of a mentor to establish the foundations for a successful mentoring relationship include:

- Show a genuine interest in taking an active role in the mentee's continuous learning and development.
- Generate trust
- Be willing to listen



- and share experience
- Use open-end question
  - Assist in the prioritization of mentee's business goals and agreed sub-tasks
  - Implement the agreed goals and sub-tasks within a defined time period
  - Be Confidential

#### FIRST MENTORING MEETING:

- Get an overview of the mentee's business status
- Clarify the mentee's goals and expectations of the mentoring programme.
- Check mentee's expectation in the next meeting.
- Arrange the next meeting or if possible draw up a schedule for future meetings.