DRIVING GENDER EQUALITY IN SWISS BUSINESS
**MENTORING ROADMAP**

**2022**

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**Nomination**
- Ambassadors nominate
- Profile check by Advance
- Invitation mail to nominees
- Nominees insert CRM data

- **21.01.** Deadline for nominations
  - Nomination validated: Do profiles meet specification? by Mentoring Program Manager

**Preparation**
- **Mentees** log on to eMentor
  - Insert Profile, CV, Photo
  - Motivation Statement
- **Mentees Workshops**
- **Mentors** log on to eMentor
  - Insert Profile, Bio, Photo
  - Mentors Onboarding Interview

**Matching**
- Defining best pairings

**Events**
- Wave 2022 / 2023
- Wave 2021 / 2022

- Kick-off event 2022
- Closing event 2021

**Mentoring Wave**
- Duration 1 year (bilateral)
  - 6-8 Meetings (90 min recomm.)
  - Mentee Circles (Advance)

**Mentor Meetings**

**Mentee Circle Groups**

**Monitoring**
- Touchpoints (8 w., 6 m., 10 m.)

**Closing event 2021**
- Mid May planned in person as joint event
Ascertain that defined nominated mentee / mentor is in line with profile requirements

Give information to nominees

Mentors and mentees have basic information about Advance and the cross company / cross industry mentoring program:

- purpose and dimension of this unique mentoring format
- reason why they have been selected (mentees understand and appreciate the privilege to be an Advance mentee)

Get commitment for participation

- Mentors and mentees are willing to invest time and give priority to the program
- The line manager of the mentee is supportive
- Mentee travelling is allowed (if required – the Advance matching process aims at minimizing travel time & cost)

Complete registration

The Ambassadors register mentee and mentor in the Advance member area with complete contact information

- Surname, first name
- Email-address, current role in the company
- Telephone number
Preparatory Program for Mentees

Workshop (mandatory)

Mentees may choose 1 out of the following dates 6 days upon invitation by the Mentoring Program Manager

FEB 22, 2022, Mentee WS 1 @ Geneva at 13.30-16.30
MAR 10, 2022, Mentee WS 2 @ Zurich at 13.30-16.30
MAR 15, 2022, Mentee WS 3 @ Zurich at 13.30-16.30
MAR 17, 2022, Mentee WS 4 @ Zurich at 09.00-12.00
MAR 22, 2022, Mentee WS 5 @ Zurich at 09.00-12.00
MAR 29, 2022, Mentee WS 6 @ Zurich at 13.30-16.30

Preparatory Phase: Data on nominated Mentees (mandatory)

Following information needs to be delivered within 8 days upon invitation by the Mentoring Program Manager

- Upload of photo and cv into Advance eMentor system
- Completion of personal and professional profile
- Completion of mentoring motivation statement
Preparatory Program for Mentors

45 min. Onboarding Interview with newly nominated Mentors (mandatory)

Mentors are asked to give time for an interview with the Mentoring Manager

- The Interview will take place at the mentor’s office
- Further information on the Advance cross company / cross industry program
- Mentor can clarify questions or gain more specific information
- Mentoring Manager gets to know the mentor in person as business & people leader for a better qualitative matching

Preparatory Phase: Data on Mentors (mandatory)

Following information needs to be delivered within 14 days upon invitation by the Mentoring Program Manager

- Upload of photo and cv into Advance eMentor system
- Completion of personal and professional profile
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