

CHECKLIST FOR MENTEES

PARTICIPATING IN

THE CROSS-MENTORING PROGRAMME 2011

A strategy for the professional promotion for women or 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 intermediate 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 herself 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 work-life balance
- 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:	German	English	French
Sector:	Banking	Other	
Company culture:	German/Swiss	American	Israeli/Other
Mentor's field of activity	Client	Administrative	Senior Mgt

3. Personal Data

Surname and first Name

Age

Company Name

Direct telephone number
