

The requirements of Mentors and Mentee

MENTOR	MENTEE
be a member of an ECLA member association aged more than 40 years	be an a member of an ECLA member association generally under 40 (or with less than 5 years serving as in-house counsel)
have a professional experience of more than 15 years and at least 5 years in a managerial role as in-house lawyer of a public / private company	have a maximum of 15 years of experience as an in-house lawyer
empathic attitude: ability to listen, understand, analyze and give advice	be proactive: take the initiative and adhere to the mentoring program by identifying the areas that you want to develop
ability to communicate in an effective way and desire to share your own professional experience	establish and maintain an open and honest dialogue with the Mentor
realism: ability to provide feedback and feasible advice	realism: identify achievable objectives and approach the mentoring project after a critical and constructive analysis of your working conditions
be optimistic	have an active listening attitude and be eager to learn
encourage the Mentee to take on responsibilities to achieve the goals	commitment to reach the goals of your mentoring project being aware that the final decision is always up to the Mentee
keep confidentiality and respect the emotions of the Mentee	keep confidentiality
(advisable) previous experience as a Mentor in a mentoring program	be reliable: schedule regular meetings with your Mentor

The proposed 10 rules of ECLA Mentoring

1. Define the terms of the "Agreement": explain in a clear way the mutual (and realistic) expectations, defining the goals (e.g. career change, the enhancement of one's role within the company, the development of networking skills, work / private life balance)

2. Be proactive: MENTEE must have a positive attitude, propose initiatives, accept feedback and act accordingly; MENTOR must support the achievement of the agreed goals by an active and positive attitude that stimulates, encourages, helps the MENTEE

3. A clear and transparent communication.

4. Keep the confidentiality of each other information. Mentor and Mentee shall be part of companies from different sectors in order to avoid any conflict of interest.

5. Be open, flexible and honest by establishing an informal and trustworthy relationship, allowing to know each other and to leave your own comfort zone.

6. Listen to each other, in order to understand each other better and to respect and cooperate

7. Be reliable and respectful of the rules of the project and of the time mutually made available for this initiative. The duration is approximately 12 months and it is recommended at least 6 meetings (in person, via skype or telephone) on a monthly or bimonthly basis.

8. Remember that the relationship is professional and not personal: therefore, avoid judgments and remember that confidentiality is an integral part of the relationship to be maintained even at the end of the mentoring project

9. Verify progress through mutual (constructive) feedback during the mentoring relationship

10. Encourage dialogue and discussion: good questions are as important as good advice.