



# BH Futures Foundation

## Mentorship Program Mentor & Mentee Guidelines

**“Mentor a student, invest knowledge and inspire a future change maker”**

The BH Futures Foundation believes that mentoring is the key to a successful career and an essential component in developing future leaders. The education and professional experience of our diaspora provides unprecedented value to the youth of Bosnia and Herzegovina. Become a mentor today and help us make a difference.



**The BH Futures Foundation acknowledges i-platform as our official mentoring program partner.**



i-platform supports and promotes the development of Bosnia and Herzegovina by connecting the BiH diaspora in Switzerland, gathering and exchanging information, connecting actors from both countries, creating synergies, supporting and promoting initiatives that contribute to the development of social, economic and cultural processes in Bosnia and Herzegovina.

[www.bhfuturesfoundation.org/mentoring](http://www.bhfuturesfoundation.org/mentoring)

# Overview of mentoring life cycle



## Mentorship Program

“Mentor a student, invest knowledge and inspire a future change maker”

Are you an engineer, ICT professional, technology expert, entrepreneur or manager? Do you have 3+ years professional experience?

Apply to become a mentor using our online system

Our foundation staff will match you with a student that fits your profile

You will receive a CV, cover letter, short video and linkedin profile of your student mentee

Guidelines around expectation for mentors and students is provided to both parties

An email from our foundation is made introducing the mentor to the mentee

You spend a minimum of 1 hour per month with your mentee, face to face or online

After 3 meetings with your mentee, provide the foundation with a short status report

At the end of the mentoring program, provide a short summary of experience, recommendations and future plans.  
Provide signed letter of recommendation to student if evaluated positively

Receive official signed letter of appreciation from foundation board of directors

START

FINISH

## About the program

The BH Futures Foundation believes that mentoring is the key to a successful career and an essential component in developing future leaders. The education and professional experience of our diaspora provides unprecedented value to the youth of Bosnia and Herzegovina. Hundreds of professionals in the diaspora are ready to coach young people and are eager to transfer their knowledge and life experiences.

The program matches selected students with professionals from around the world. The matching is undertaken by our volunteers who examine the student’s background, experience, extra curricular activities and general interests and find alignment as best as possible with their potential mentor. The formal part of the mentoring program lasts 12 months with a minimum 1 hour of mentoring per month required. By default, the mentoring takes places online (Skype, Zoom, Google Hangouts etc). However, there may be opportunities to meet face to face with your mentor. Please remember that mentoring is not always about transferring domain based knowledge, but life experiences and skills in a much broader sense that will allow an individual to be a more well rounded professional.

At the successful completion of the mentoring program, you will receive a certificate from the foundation and recommendation letter from your mentor/company that will be highly beneficial in your career endeavours.

For more information visit:

[www.bhfuturesfoundation.org/mentoring](http://www.bhfuturesfoundation.org/mentoring)



## Eligibility

- Bachelor/Master Student in 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> year of study
- Studying any field of Engineering, IT, Science or Technology in Bosnia & Herzegovina
- Average grade of 7+

## Application

You must submit an email to [info@bhfuturesfoundation.org](mailto:info@bhfuturesfoundation.org) with:

- CV/Resume ([Example](#))
- Minute-Me Video ([Guidelines](#)) ([Example](#))
- LinkedIn profile ([Example](#))
- Professional portrait photo ([Example](#))

Please note that places are limited. To ensure you are selected in the program you must put in the effort with your submission. The foundation rewards students who are creative, show commitment, have the right attitude, demonstrate empathy and eagerness to learn.

## What is a Mentor?

A mentor is someone who takes interest in the professional and career development of a junior colleague by providing guidance and support. Genuine commitment on the part of both the mentor and mentee is required for a successful mentoring relationship. There are no strict rules on how to mentor, only guidelines and advice. You will have to determine the best approaches for each individual mentoring relationship you establish. Mentoring roles typically fall into two categories - psychosocial and career. Psychosocial roles serve to enhance the personal aspects of the relationship while career-related roles function to stimulate career advancement for the mentee.

### Overview of mentor's role:

- Prioritize the mentoring session. Mentees invest time preparing for these sessions; therefore, try to prevent other demands from bumping the session from your calendar.
- Set aside time and space. Ensure that you will be uninterrupted during the mentoring session.
- Prepare for the session. Review any email correspondence and notes you may have from previous sessions.
- Give full attention to the mentee. Let go of other urgencies and stresses, clear your mind and focus on helping the mentee during the session.
- Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
- Share resources. Consider and collect any resources that might be useful to the mentee.
- Share experiences. Be open to sharing mistakes, failures and lessons learned.

Wear multiple hats:

**Coach** to advise the mentees on how to accomplish their goals

**Sponsor or champion** to provide guidance and help increase the mentee's exposure to new experiences

**Teacher** to provide learning opportunities

**Protector** to provide a safe environment in which the mentee can make mistakes without losing credibility

**Counselor** to enhance the mentee's self esteem through supportive, non-judgmental discussions

**Role model** to walk the talk and demonstrate the behaviours necessary for success



# Roles and responsibilities of a Mentor

## PSYCHOSOCIAL

### Be an Active Listener

- Focus a pay close attention to what the mentee is saying to summarize what was said, in a way that they would agree with
- Provide at least 1 hour a month of uninterrupted time to meet (face to face or online) with your mentee
- Allow your mentee the time to explain and articulate themselves completely before offering advice

### Be a Cheerleader

- Provide vocal and enthusiastic support for your mentee's efforts
- Offer comments to reinforce the belief in positive potential for your mentee to grow beyond the current situation
- Inspire your mentee by showing belief in their abilities
- Celebrate the successes of your mentee

### Be a Compassionate Supporter

- Recognize your mentee as an individual with a private life and value them as a person
- Listen to your mentee's career concerns and respond appropriately
- Act as an empathetic sounding board for ideas and concerns expressed by your mentee
- Establish an environment for open interaction and reflection
- Offer non-judgmental and sensitive responses to assist in clarification of emotional states



## Be a Good Role Model

- Demonstrate successful professional behavior (lead by example)
- Teach the value of integrity
- Be secure in your own professional status and don't be threatened by your mentee's successes
- Do not betray the confidence of your mentee
- Show respect for all views, even for those with which you disagree with
- Provide examples of how to treat others (best practices)
- Do not be afraid to admit your own ignorance
- Follow through on commitments
- Do not use your mentee to further your personal goals

## Be a Work/Life Integration Coach

- Help your mentee plan strategies to achieve mutually agreed upon personal goals
- Help your mentee evaluate appropriateness of career options in relation to personal values
- Connect your mentee with other professionals with similar work/life situations
- Identify resources to help your mentee with issues outside of work



## CAREER-RELATED

### Be an Advisor

- Communicate the informal and formal realities of career progression
- Define expectations about the different career paths
- Recommend appropriate strategies for career direction
- Review your mentee's development plan
- Help your mentee to identify obstacles to career progression and to take appropriate action
- Work with your mentee to identify and understand career-related skills, interests and values
- Help your mentee plan strategies to achieve mutually agreed upon professional goals
- Help your mentee identify sources of performance issue problems and map out next steps to overcome issues
- Maintain a steady presence in your mentee's career with meetings, phone calls, emails, etc.

## **Be an Advocate**

- Intervene on your mentee's behalf if necessary, representing their concerns to higher authorities

## **Be a Broker/Sponsor**

- Expand your mentee's network of professional contacts, within and outside the immediate institutional circle
- Help to bring together different mentees who might mutually benefit by helping each other (peer mentoring)
- Help link your mentee with appropriate educational or employment opportunities
- Help your mentee identify resources required for career progression
- Nominate your mentee and encourage them to self-nominate for local/national committee, review panels, and advisory boards; participation in workshops and conferences, volunteer opportunities and for awards (local and international)

## **Be a Coach/Teacher**

- Help clarify performance goals (long- and short-term) and developmental needs
- Encourage independent behavior but invests sufficient time in working with your mentee
- Encourage your mentee to take initiative and become independent
- Teach managerial and technical skills where appropriate
- Reinforce effective education, job and career performance
- Recommend specific behaviors in which your mentee needs improvement
- Offer learning challenges and opportunities; encourage change when and where needed

## **Be a Constructive Feedback Provider**

- Use careful probing to assess readiness of your mentee to accept and benefit from different points of view
- Provide descriptive feedback based on observations rather than inferences
- Focus on the most likely strategies and behaviors for meaningful change
- Avoid owning and solving your mentee's problems
- Accept reciprocal feedback from your mentee
- Confront and clarify assumptions, perceptions and issues
- Do not condemn mistakes, take credit for successes, threaten or lose critical oversight
- Encourage your mentee to reflect on and embrace failure as a learning phase

## **Be a Networking Agent**

- Illustrate the importance and "know-how" of networking
- Identify resources to help your mentee with specific problems
- Follow up to ensure that the referred resources were helpful
- Provide letters of recommendation to help open new opportunities for your mentee

# Roles and responsibilities of a Mentee

- Take time to get to know your mentor prior to and during the first meeting. Share your ideas, concerns and professional goals. Your mentor will then be able to put your situation in perspective.
- Be prepared and punctual for your mentoring sessions. You are responsible for establishing the agenda for the conversation. You might even email topics to the mentor ahead of time, if you think the mentor would appreciate it. At the beginning of each session, provide a brief update on progress since the last conversation. Ensure your mentor feels that you are actioning their advice.
- You are responsible for initiating all contact with your mentor.
- Establish a mutually agreeable plan for mentoring sessions. Schedule the sessions on your calendar and build in enough time around the sessions to prepare. Your mentor is a volunteer whose extra time is scarce. By ensuring that conversations start and end on time, you will demonstrate respect and responsibility.
- Focus on the relationship, rather than outcomes. Your mentor's role is not to get you a job; it is to share valuable experience with you.
- Ask direct questions about what you most want to know. You are responsible for ensuring the conversation meets your needs.
- Be curious and ask questions. Don't be shy about asking, "What was that like for you?" or, "How did you feel at the time?" Ask a question or two at the start of each session to get to know your mentor's experiences, such as, "I'd love to learn about your career path" or, "What have you learned about how to achieve professional success?"
- Take notes. Capture ideas and insights from the session and in between sessions. Include the commitments you and your mentor make to each other so you are able to follow up. It is discouraging for the mentor if you make commitments you don't act upon.
- Respect your mentor's boundaries. Outside of the session, most mentors have very limited time to engage with mentees. Be careful not to inundate your mentor with emails or phone calls.
- Say thank you! Remember to thank your mentor after each session and convey your appreciation for specific insights or examples that helped you. This information will let your mentor know more about what you value and how he or she is making a difference for you.
- You are required to keep a diary of your mentoring sessions and store them in your google drive. Use these notes to reflect on in future meetings and at the end of the year



## Why mentor students?

The BH Futures Foundation believes that mentoring is the key to a successful career and an essential component in developing future leaders. The education and professional experience of our diaspora provides unprecedented value to the youth of Bosnia and Herzegovina. Become a mentor today and help us make a difference.

Mentoring benefits the foundation, the mentee and the mentor by fostering high levels of engagement. As each mentee-mentor relationship is different, each individual in the program will experience unique benefits. Although many people believe that mentees gain the most from a mentoring relationship, mentors have a lot to gain as well.

- **You have the potential to change a young person's life.**
- **It will get you to stop thinking about yourself all the time.**
- **It will help you stay hip and keep up with the times.**
- **You are helping build a better, more stable society.**
- **You may end up with more than just a mentee — but a new member of your family.**
- **The life you end up changing could be your own.**
- **Exposure to emerging talent pool of youth**
- **Satisfaction from imparting wisdom on others**

## Student preparation & matching

Prior to entering the mentorship program all of our students go through orientation and preparation. The first stage of the process is recognizing student's talents and affinities. This is assessed and further enhanced by our volunteers and staff. We attempt to understand the students through observation and their previous work, goals and dreams. During the process, our foundation classifies students into groups, based on their knowledge, ambitions, affinities etc. This stage is critical so that we can optimise and select an ideal mentor for each student in the program.

## Eligibility to be a mentor?

To become a mentor for the BH Futures Foundation you must have at least 3 years professional experience with a proven track record of excellence in your profession. You must have a background in engineering (any), technology, ICT/ computing, management, innovation/entrepreneurship or science. Speak English and/or Serbian/Croatian/Bosnian.

# Meet some of our current and past mentors

*These people have changed a student's life!*



Bojan Trabonjevic  
Melbourne, Australia  
Chief Executive Officer  
ProfiStop



Mirsad Barucic  
Papendrecht, Netherlands  
Business Unit Manager JVS  
JVS Vibration & Noise  
Engineers



Edin Golubovic  
Istanbul, Turkey  
Partner & Vice President of  
Research & Development  
Inovatink



Vedran Azman  
Brisbane, Australia  
Senior  
Telecommunications  
Engineer



Maher Al Osta  
Sarajevo, BiH  
Senior Digital Marketing  
Sales Consultant



Amir Sabirovic  
Deventer, Netherlands  
Chief Operating Officer  
TM7



Emina Cosic  
London, UK  
Senior Product Manager  
Pearson



Adnan Behmen  
Warsaw, Poland  
Global IT Leader  
Proctor & Gamble



Hamdija Custovic  
Charlotte, USA  
BB&T, Vice President  
Digital Product  
Management



Mirza Kozarcanin  
Melbourne, Australia  
Senior Vice President  
Business Development  
Seeing Machines



Eddie Delic  
Michigan, USA  
Digital Specialist  
Masco, Advanced  
Technology & Integration



Simay Akar  
Suzhou, China  
Marketing Manager  
Telesun Solar Technologies

## Frequently asked questions

- 1. How much time needs to be committed in the mentoring program?** You should dedicate a minimum of 1 hour a month (online or face to face) with you mentee
- 2. What is my mentee is not making contact or being engaging?** Please notify the foundation immediately and we will try to resolve the issue.
- 3. How long should I mentor the mentee?** The length of the program is typically 8-12 months. However, you may create a lifelong friend and mentoring may continue beyond the program.
- 4. Do I have to be in the same country as the mentee?** No. In actual fact, one of the primary goals of our mentoring program is to provide a global perspective for our students and give them as much diversity from the mentorship program. Your meetings can take place online and if the opportunity arises then also face to face.
- 5. What platform should be used to communicate online?** It is important that this agreement be made between you and your mentee during the introductory email phase. We encourage you to make the online meetings as reflective of a real life situation as possible. This means using audio & video. Some platforms we prefer include: Google Hangout, Zoom, Skype, Viber, Whatsap.

## Want to be a mentor?

Our foundation is actively looking for mentors. Scholarship recipients are university students (2nd year and above) who are studying in Bosnia & Herzegovina. We welcome mentors from a diverse range of professional backgrounds and geographic locations to provide the best possible mentoring for our students.

## SIGN UP TO BE A MENTOR

Email us your CV/Resume, full contact details, location and linkedin profile to [info@bhfuturefoundation.org](mailto:info@bhfuturefoundation.org)



[www.bhfuturefoundation.org/mentoring](http://www.bhfuturefoundation.org/mentoring)