

# Mentoring at Syensqo

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### What is Mentoring?

Mentoring is a power-free, two-way, mutually beneficial learning relationship that most often occurs between a senior and junior employee for the purpose of the Mentee's growth, learning, and career development.

A mentoring relationship often involves sharing knowledge, experience, and advice to help the mentee achieve their personal and professional goals. Mentoring can encompass various approaches and formats, including one-on-one, peer, group, and reverse mentoring.

**Mentoring is not coaching.** Coaching is generally more focused on specific skill development or achieving particular goals, while mentoring is a longer-term relationship focused on providing guidance and support for overall personal and professional development.

Mentoring is often part of an individual's development plan. You should have regular discussions with your manager to define and sustain your development plan, which will ideally include formal training, opportunities to learn on-the-job, and through the involvement of others like a Mentor.

At Syensqo we offer a flexible mentoring program that empowers individuals to self-register as a Mentor or Mentee at any time.

As this is an "open enrollment" program, there are no fixed start or end dates. Individuals are able to identify potential Syensqo Mentors based on language preference and desired areas of support (ex. Career Planning & Development, Networking & Relationship Building, etc.)

When evaluating possible mentors, individuals may also want to consider factors such as the Mentor's career journey, their position, GBU/Function, or time zone.

Using the platform to find a mentor is optional.

Get started by reviewing the [Open Enrollment Mentoring User Guide](#).

The ideal duration of a mentoring relationship is between 6-12 months. Ultimately, the Mentee and Mentor will decide the length of the mentoring relationship based on the mentee's individual needs, the goals of the mentorship, and the evolving dynamic between the Mentor and Mentee.

### Periodically Evaluating your Mentoring Relationship

Mentees should periodically assess their mentoring relationship (every 6 months). Ask yourself the following questions to reflect on whether the relationship continues to provide value:

1. Am I continuing to **learn new skills, gain insights, or receive constructive feedback** that supports my personal or professional growth?
2. Do our discussions still **feel engaging and relevant** to my current goals, challenges, or development areas?
3. Have I been able to apply advice or guidance from my mentor to **achieve tangible progress or overcome obstacles** in my work or career?

If you find the relationship is not active any longer or you have achieved what you expected, you can choose to end the relationship. Select the "End Mentoring" option in SuccessFactors so the Mentor can go back into the pool for others to select. See the User Guide for more details.

### Any Explorer can be a Mentor

While traditional mentoring often involves experienced senior leaders guiding junior colleagues, mentoring can also occur between colleagues of different levels, or even reverse mentoring where early in career employees mentor more experienced employees on contemporary skills.

Effective Mentors often act as role models and sounding boards for their Mentee and provide guidance to help them reach their goals. Mentors share their experience, provide advice, knowledge, wisdom and teach with a low pressure, self-discovery approach.

The key is that the Mentor has a higher level of knowledge or experience in a specific area and can guide and support another's professional growth.

The mentoring platform requires approval from your Manager to become a Mentor.

**NOTE: Any pending mentor applications older than 30 days will be automatically approved by GBS on a quarterly basis.**

### Anyone can be mentored!

To be a good mentee, one must be proactive, engaged, and open to learning, while also respecting the Mentor's time and expertise.

A good mentee actively seeks guidance, demonstrates a willingness to learn from feedback, and takes initiative for their own development.

While you do not need formal approval from your Manager to become a mentee, ideally the topic of mentoring will be part of your regular performance and development discussion.

Additionally, your Manager may be able to recommend a Mentor or suggest topics to address.

## Mentee

- Assumes responsibility for their own growth and development
- Defines and adapts personal development plan
- Chooses ambitious but attainable goals
- Drives the mentoring relationship, schedules, and prepares for meetings.
- Communicates regularly with their Mentor
- Seeks regular feedback from their Mentor
- Keeps their Line Manager informed of progress in regular check-in meetings

## Mentor

- Guides the relationship and development of the Mentee
- Helps the Mentee clarify their development needs
- Assists the Mentee in plotting a career path (if needed)
- Lets the Mentee “figure it out on their own”
- Provides honest, regular, and detailed feedback
- Acts as a reliable partner to the Mentee
- Models Syensqo’s behaviors

## Manager

- Supports the Mentee as needed
- Allows their employee the time to engage with their Mentor for development
- Respects the confidentiality and boundaries of the Mentor and Mentee relationship

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**Schedule an initial conversation** | Ask your potential Mentor if they can make time for an hour meeting with you. You don’t want to be rushed, and you want plenty of time for the other person to ask you questions about your goals, etc.

**Clearly describe the guidance you’re seeking (“The Ask”)** | Describe what advice or guidance you are seeking and for what purpose. Is it to help you navigate your current department politics or are you seeking to apply to a different position? Are you thinking about going back to school and are not sure what area of study to focus on? Think about this and articulate up front what you are seeking from the mentoring relationship.

**Confirm your willingness to do the necessary work and follow-through** | There’s nothing more frustrating than mentoring someone who doesn’t do the work necessary to take advantage of advice, so you want to make it clear to your potential Mentor that you’re ready to commit the time, energy and effort to make the most of their counsel (and time).

**Acknowledge and respect the individual’s time** | Most people who are asked to become Mentors are highly successful in their careers, which means they’re also very busy and much in demand. So it’s important for you to acknowledge that reality, and make it clear how much you appreciate their considering your request. This is also the way to provide a graceful “out,” letting the other person cite an overbooked schedule for declining your request.

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Syensqo may deploy a group mentoring approach in situations where there are many individuals who face similar challenges on the same topic and could benefit from peer-sharing discussions, led by a Mentor.

- [Group Mentoring Onboarding for Mentors and Mentees](#)

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### Mentoring Support Material

- [Mentoring at Syensqo](#)
- [Mentoring User Guide](#)
- [Group Mentoring Onboarding for Mentors and Mentees](#)