

# ESAG Mentoring Program

## What is the ESAG Mentoring Program?

The ESAG Mentoring Program is a platform that provides an opportunity for the Mentee to advance in their career through the support of a mentor. It allows the mentee to learn from experience of a senior colleague (*Mentor*) from the group who has specific skills that the mentee wants to develop.

## Who is a mentor?

A mentor is someone who has subject matter expertise in an area and is willing to invest time, give advice, share experience and guide a colleague within the group who wants to grow and develop in a specific area of expertise.

## Who is a mentee?

A mentee is a person who is being trained, advised by a mentor who aspires to develop in their field and achieve career goals.

## Why should I join the mentoring program?

There is a great deal of benefits you will enjoy from joining as a mentor or mentee.

### Some of the benefits from being a mentor include:

- Recognition as a subject matter expert
- Opportunity to practice leadership skills such as effective communication, empathy, active listening, empowering mentees to find their own solutions
- Exposure to fresh perspectives, ideas and approaches leading to personal & professional development

### As a mentee, you will have:

- The opportunity to develop new skills for career success
- Increased visibility and recognition within the company
- Expert advice and guidance on developing your strengths and overcoming weaknesses

## Who can apply for the program?

Application for the program is open to all full-time ESAG employees. Check the eligibility requirements below to see if you meet the minimum qualifications to apply as a mentor or mentee.

### Eligibility requirements for mentors:

- Expertise or Knowledge in any functional areas that are listed by the Mentees (*Please refer to the application form for more details on the areas*)
- Grade 17 and above
- Have been with ESAG for more than 6 months (not on probation)
- Willing to invest time to Mentor a colleague– 2 hours each month for minimum of 4 to 6 months during office hours.

- Willing to go through an application process to qualify as a Mentor. This includes a competency-based interview, psychometric assessment, and other exercises designed by ESAG Learning & Development (L&D) team.
- Successful candidates must complete a mandatory Mentoring training in ESAG L&D before starting the mentoring sessions with the assigned mentees.

**Eligibility requirements for mentees:**

- Must be Grade 16 and above
- A full-time ESAG Employee (not on probation) seeking growth and guidance to develop key skills and knowledge through a mentoring approach.
- Willing to invest time in self-development and attend the required mentoring sessions— 2 hours each month for minimum of 4 to 6 months during office hours.
- Willing to go through an application process to qualify as a Mentee. This includes a competency-based interview, psychometric assessment, and other exercises.
- Successful candidates must attend a mandatory Mentee Orientation workshop in ESAG L&D.

**If selected as a mentor or mentee, is there provision to cancel or withdraw from the program?**

Yes. A mentor or mentee may be withdrawn from the programme if any of the following conditions are applicable:

- The mentor or mentee has placed a request with Entity HC to withdraw from the program for personal or business reasons. Withdrawal requests are subject to review and approval of ESAG L&D. If not approved, the Mentor/Mentee program cost will be charged back to the Entity/department.
- The mentor or mentee has received more than 2 disciplinary warnings in the current year
- The mentor or mentee is unable to commit to program completion and/or has not complied with program requirements.
- In case of separation or termination from the company
- In case of conflict with the mentor or mentee’s business ethics or non-compliance to ESAG’s code of conduct.

**How do I apply for the Mentoring Program?**

Simply fill-up the relevant application form using the links below:

[Application form for Mentors](#) (Application is now open until 22<sup>nd</sup> February)

All applications will undergo an initial review process to determine eligibility. Shortlisted applicants will be contacted by phone and email to receive further information on the selection process. Please note that being shortlisted means qualifying to proceed to the next stage of the selection process, and does not indicate successful qualification as a mentor or mentee.

**I have more questions and clarifications about the program. Who can I contact?**

Please contact your Entity HC or send an email to [esaglearning@algurg.ae](mailto:esaglearning@algurg.ae)