



# 3 Kitchens

Volunteer • Seek Employment • Become an Entrepreneur

## Mentoring Guide

*3kitchens.eu*



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# Table of content

01 Project Presentation	3
02 Prior organisation	5
03 Launch of the programme	7
04 Course	9
05 Credits	12



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# 01 | Project Presentation

## THREE KITCHENS MENTORING IS BASED ON TWO PILLARS:

1. One-to-one meetings between a mentee and a mentor;
2. Tailor-made, collective and participative meetings focusing on entrepreneurship and 'people skills', nurtured by meetings and partnerships initiated by the Three Kitchens coordinator.

## STEERING COMMITTEE

THREE KITCHENS is run by a consortium of partners whose aim is to define the programme's general strategy and ensure its governance. The Three Kitchens coordinator identifies the mentors and sponsor for each edition and is responsible for selecting the mentees and defining the pairs.



## WHY MENTOR ?

The principle of mentoring is to put an experienced, active person in touch with someone whose project or career is still developing.

This relationship is extremely valuable because it offers a confidential and stimulating space in which to be listened to and encouraged in your professional role and choices. In this sense, mentoring is a powerful tool for developing and sustaining your business or career.

By transferring experience and knowledge relating to interpersonal skills, it provides a practical response to the obstacles faced by women setting up their own businesses:

- developing new technical skills;
- creating or strengthening a professional network;
- by promoting successful female role models;

## KEY POINTS

Mentoring is a reciprocal, voluntary and caring relationship between an experienced migrant woman and a migrant woman interested in the culinary sector.

It's a selfless, stimulating and constructive relationship based on active listening. The mentor is a model of success and a source of inspiration.

He or she will work with the mentee to improve his or her leadership skills and encourage him or her to excel!

Mentoring is not coaching, tutoring, mothering or therapy.

It's a genuine sharing of experience that benefits both parties.

The mentor is there to support and encourage the mentee, but not to tell them what to do.

# 02 | Prior Organisation



## ORGANISATION PRACTICAL

The Three Kitchens coordinator is responsible for the following tasks:

- coordinating and monitoring the implementation of the programme;
- organise and circulate the call for applications from potential mentees; meet and raise awareness among future mentors;
- Preparing future mentees for the programme;
- select service providers to implement and organise the various group events;
- ensure that the workshops run smoothly: information sharing, facilitation, individual monitoring of participants, etc. ;
- to lead the network of mentors and mentees over the long term ;
- communicate with the public, partners and institutions;
- ensure that there is good interaction between the mentor-mentee pairs;

## MENTOR-MENTEE RELATIONSHIP

The THREE KITCHENS mentor is an experienced entrepreneur or manager from the music industry who passes on her experience and professional background. The relationship between the mentor and her mentee is based essentially on know-how rather than know-how: **the mentor is not there to teach the mentee her job, but to teach her how to become a business leader who assumes her position as a leader.**

In this way, the mentee finds a source of inspiration in her mentor's experience, and is able to progress and sustain her business. Finally, the mentor-mentee relationship is in fact tripartite, since it involves the Three Kitchens coordinator who accompanies and monitors the pairs throughout the programme.

## RECRUITMENT OF MENTORES

To join THREE KITCHENS, the mentor must meet professional criteria (seniority, business development, job creation) as well as relational and ethical criteria (listening, empathy, respect, solidarity).

The mentor must be particularly identified by her track record and her successes in her businesses (whether economic or in terms of esteem), which make her a legitimate figure.

When making contact, it is important to ensure that the values of THREE KITCHENS are respected, that the profile is appropriate, that the candidate is genuinely motivated, committed and available.

Once the mentors have been identified and selected, a questionnaire is sent to them to gather more information and prepare them for the matching process with the mentees.

## CALL FOR APPLICATIONS FROM MENTEES

The mentees are the entrepreneurs supported by THREE KITCHENS. Recruiting them means communicating about mentoring and encouraging potential mentees to apply.

- Step 1 - providing information about mentoring and the THREE KITCHENS programme
- Step 2 - Put the call for applications on line on the website ;
- Stage 3 - Disseminate and relay this call for applications as widely as possible via the media, the coordinator's communication tools (newsletter, website, social networks) and professional bodies in the sector.

**The main selection criteria for mentees are :**

- interest in and motivation for mentoring
- proficiency in the language of the host country ;
- expectations of the mentor and the programme ;
- available on the workshop dates.





# 03 | Launch of the Programme

## **MATCHING METHODOLOGY**

The Three Kitchens coordinator then has to decide on the final choice of candidates and approve the mentor/mentee matching proposals. The mentor will then have to validate the mentee's choice (the Three Kitchens coordinator will have sent her the questionnaire).

Once all the candidates have been validated by their mentors, the Three Kitchens coordinator must inform everyone individually of the results.

## **PRESENTATION OF THE BINOMIALS**

Once the pairs have been formed and definitively approved, the Three Kitchens coordinator will write an email to each pair to put the mentor and mentee in touch with each other and tell them what the next steps are.

This is a good time to remind them of how the programme works, to reiterate the need for them to attend the various workshops and to send them a few tools, in particular the ethics charter and the mentoring agreement, for review.



## LAUNCH MEETING

This meeting is the first collective event of the programme and brings together the mentors and mentees, the Three Kitchens coordinator and the class sponsor to offer a chance to meet and find out more about mentoring. It takes place over half a day.

### Objectives of the meeting :

- The Three Kitchens coordinator welcomes the participants and the pairs sign the ethical charters;
- Presentation of THREE KITCHENS: context of creation and challenges ;
- Presentation of the group (&quot;ice breaking&quot; - 1hr30mins): this part is particularly important to create links between all the participants in the programme and to help them identify the different profiles;
- An expert on the integration of migrant women / the culinary industry: history, facts and figures;
- A friendly aperitif to create links and expand the THREE KITCHENS network.

## TOOLS

The Three Kitchens coordinator has several tools at his disposal to support the THREE KITCHENS programme:

- Ethical charter
- White paper
- Employability programme
- Workshop agenda
- Questionnaire for mentees questionnaire for mentors



# 04 | Course

## WORKSHOPS

The workshops are an opportunity to find answers to practical problems that concern women entrepreneurs by calling on experts, or to brush up on more technical subjects. Each workshop takes place over half a day (i.e. 4 hours), preferably in a systematic time slot/day and in a single location.

THREE KITCHENS offers at least 2 workshops on the following themes:

### **1 - Food Industry Technical Skills**

- Hygiene Safety,
- Culinary Training,
- Digital Training,
- Eco Responsibility,

### **2 - Self Improvement Skills:**

- Leadership & Personal Balance
- Mentorship
- Public Speaking
- Technical interview
- Sexism

### **3 - Work Skills:**

- Job Opportunities,
- Resume,
- Search for Job,
- Additional Skills.

The workshops are open to both mentees and mentors. However, mentees are required to attend (as a condition of acceptance of their application), while mentors are strongly recommended. Some workshops may also offer speed meeting sessions, so that each mentee can ask the speaker a question individually, in a more confidential way.

## INDIVIDUAL MEETINGS

THREE KITCHENS asks each pair to meet at least once every few months as part of the programme.

These meetings must be defined as soon as the mentor and mentee are brought together: how often, where, for how long, etc.

E-mails, text messages or calls can also be used to maintain the link outside of these appointments.

These meetings in pairs provide an opportunity to define objectives, discuss the problems encountered by the mentee, take stock of progress and actions underway, exchange ideas and so on.

It is at this point that the mentor can share her experience and pass on what she has learned to the mentee, so that the latter can move forward in both her posture and her business project.

While face-to-face meetings are obviously essential, digital tools should not be neglected, as they can be a good substitute if meetings or workshops cannot be held.

## CLOSING EVENT

At the end of the workshops and 5 months of the programme, a closing event can be organised to provide feedback and take stock of what has been learnt.

The main aim is to put mentees and mentors in touch with each other. This convivial event for participants, partners, institutions and the press is an opportunity to review the objectives of THREE KITCHENS, present the work accomplished and thank all the people and institutions involved.

## EVALUATIONS

An evaluation is carried out during the 5 months and at the end of the programme:

- individual assessment by interview: purely qualitative feedback and free format ;
- individual evaluation “as you go along”, with a questionnaire sent out at the end of each workshop;
- individual evaluation by questionnaire covering the whole programme after the end of the programme (assessment and prospects).

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These 3 types of assessment complement each other and require considerable management time. The THREE KITCHENS team is spreading them out over time, without starting them too early (to have enough material).

The results are used to assess the impact of THREE KITCHENS, and in particular to check whether the programme has achieved its objectives in terms of professionalisation, networking and interpersonal skills. The qualitative and quantitative exchanges with the mentees serve as a basis for improving THREE KITCHENS, in order to shape a concrete and pragmatic project that meets their needs.

# 05 | Credits



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