

Mentor	Company	Mentee	Company	Date	Form	Topics	Feedback
Junko Sasaki	Microsoft Japan	Ms Jung Kim		02 / 27 / 13 Tue@08:30-09:00	Phone	Self-introduction & expectation setting Mentee should prepare through & reach to interview What she really wants to achieve	1st meeting was scheduled on September 17, but mentee did not show up. 2nd meeting was scheduled on October 16, but mentee cancelled on the day. 3rd meeting was not scheduled. Mentee (and probably mentor?) should learn the basics of mentoring program to advance - Mentee should "lead" the program, mentor would "help". Mentee's attitude, preparation, how mentee should drive the program and conversation, etc. Mentee should attend the program well prepared, for example, for 1st meeting prepare self introduction / career aspiration / what to achieve in the program / current challenge. Communication language should be clarified in advance (English, Korean, Japanese, other). About duration of the program, such as 3months, 6month, one year or more? 3 months is too short. Minimum 6 month, ideally one year. Any other thoughts? To make the program successful and fruitful, both parties' engagement and effort are needed. I am happy to help. Let's drive.
Kougi Noriko	Mitsui Japan	Park Jeong Ae	Mitsui Korea	10/21/13 Tue 18:15-19:00	Phone (Webex)	The 1st session was originally scheduled on Sep. 27. Kougi waited for Park on the phone for 20minutes before Park called Kougi to tell she was sorry that she had not been able to join the call because someone had dropped in her office for a short talk which ended up with taking 20 minutes. We had the rescheduled 1st session on Oct. 2nd with the well-summarized slide deck on Park's self-introduction, career goals and expectations from mentoring. (Kougi was going to send a questionnaire in advance, but she actually didn't. Thanks for Park's slides, the conversation went through smoothly.) We introduced ourselves and Kougi answered questions from Park and discussed her topic for success. We finished the call by confirming next steps: Park to document the 1st session and set the next call. Park hasn't send Kougi the document or set the call up until now.	I may be good to be a mentor who has experiences in the same function with the mentee. My mentee was a HR professional and wanted to know how to expand her career in HR but I only have limited knowledge on HR, and that made it difficult to give her good practical advice. About duration of the program, such as 3months, 6month, one year or more? It depends on frequency of meetings. If I assume we have a session once a month, three months is too short. Any other thoughts? To broaden the mentor's base to various industries and functions would be good to meet mentee's expectations if they have specific requests.
Makiko Kimura	Horwath Holding Japan/H	J-Youn Park	TUV-SUD KCCEN	9/29/Time 14:00-15:00	Phone	Introduction of each other. How the mentee works in her company. The difficulty of women in both Japan and Korea to develop their career. How the mentee had overcome such situation in Japan. Mentor encouraged mentee to have networking within the company with women workers.	What did you learn? What kinds of value did you receive? Japan and Korea have a same issue for women to be in a business world. Younger generation women are willing to have a good mentor even outside Korea. How to improve J-Win & KWIN mentoring program? About mentee-mentor pair matching Mentee has to be face session at early stage and discuss the goal of the mentoring program. In such way, the mentoring program will be more progressive for our case. Though we had a good conversation and the mentee seems to be comfortable with the advice, we can be more efficient to achieve a goal. About duration of the program, such as 3months, 6month, one year or more? 3 months is way too short. One year will be needed, since the mentor and mentee are likely able to manage their time to see each other only for monthly. Any other thoughts? We promised to attend each other sometime, since I am not able to attend the conference in Korea this time. It may be more efficient for a mentorship program between different countries if the mentor and mentee are in the same special field.
Jongmin Lee	IBM Korea	Haruka Takatsuki	NTAGE	9 / 15 / 2013	E-mail	Got the mail from Mentor on 15th Sep and I went back on the 15th Sep. Privately, introduction of each other about each career paths and private life (about our family members.) I had to go business trip to New York from 17th to the end of Sep, so I informed her that I can't meet after I come back.	
				10 / 17 / Time 14:00 - 14:30	Phone	I sent mail on 15th Oct that I came back. She promised to have a bi-teleconference meeting on 17th Oct. I sent her the questionnaire in advance that I want to hear about her career. Part 1: How she can carry to make improvement and progression after she had experienced some mistakes and under the political situation in her internal network. Part 2: How she can develop her job and also manage her service team, to do things simultaneously. She gave me many practical advice based on her real experience. 1) For the internal politics, I have to accept my weakness point. 2) I have to try to have more many meetings and connecting contacts to overcome my weakness. 3) To solve this problem with through my team. It's a very useful and I got much encouraged.	Japan and Korea have a same issue. For example, Korea local company's political internal situation are similar to Japanese domestic company that. And also her husband's work is traditional eastern style, as the same as my husband. Our environment have been in similar, so she understood my situation and was easy to talk. How to improve J-Win & KWIN mentoring program? About mentee-mentor pair matching There are 2 essential points about mentor-mentee pair matching. Firstly, the background of the career in the same. For example, to develop the career, my mentor and I changed the jobs. And also my mentor knows not only the global company, but also the domestic company, so she could give me more practical advice. Secondly, their private life is the same or mentee would like to become the private life like mentor. In my case, my mentor got married and has two kids. And I would like to become the private life like her, so she also could give me many useful advice too.
				10 / 31	E-mail	After we had teleconference, I reported her about 2 actions I took. 1) I identified my weakness points and asked my boss to support that and give more chance to overcome my weak points. 2) I tried to introduce other sections to meet to receive more experience and to connect with them we can associate with another sections in my company. As a result, some divisions interested in my job and could open a job barrier. I determined that to continue talking with other sections directors regularly.	About duration of the program, such as 3 months, 6 months, one year or more? 3 months is too short. At least more than 6 months. May be One year is the best. Any other thoughts? We are able to attend the conference in Korea this time, but I would like to meet her sometime.
				11 / 1 /	E-mail	I sent some questionnaire about her private life. She would check mail on the same day and give much advice based on her experience too. Every time her advice are precise and always practical. We continued each other still now.	
				20 / 10 / 2013 Tue 8:00 - 9:00	Phone	My future career	
				01 / 11 / 2013 Tue 8:00 - 9:00	Phone	My future career	Kumpoo is the greatest mentor and coach I've ever met before. I was too busy to think about my future career deeply, but I've found a way to step forward. I've also learned how to lead mentoring, coaching and motivate subordinates.
				20 / 11 / 2013 Tue 9:00 - 9:30	Phone	My future career	How to improve J-Win & KWIN mentoring program? About mentee-mentor pair matching As Sabaki-san mentioned, both parties should learn the basics of mentoring program. Since I didn't know the basics well, the beginning of the 1st session didn't go smoothly. About duration of the program, such as 3months, 6month, one year or more? Minimum 6 month, ideally one year. Any other thoughts? I heard K-Win is mentoring community, so they might have good references about the basics of mentoring and duration etc.
Kumpoo Huh	Hyundai Investment & Sec	Rika Nakayama	KBGI	02 / 19 / 13 Tue 19:30-20:15	Video Phone	Before session, Mentee sent agenda by e-mail Sharing background, individual and career. Setting the program's goal. Introduction of next session. What is my dream? Homework: Research KCCI's abroad office, and What are strengths to use there	
				11 / 04 / 13 Tue 17:00 - 17:45	Video Phone	Reporting my homework. Feedbacks from mentor - What should I do next? Contact about problems in my job, and how to solve them I could do. Homework: Research sections specifically where I want to work	
Oh Seon	Hyundai Investment & Sec	Rika Nakayama	KBGI	11 / 09 / 13 Tue 21:00 - 21:35	Video Phone	Reporting my homework. Feedbacks from mentor - What should I do next? Tracking the progress about working in global firms. Homework: Contact the head of global consumer business section who I had worked with 10 years ago, and talk about what I have done these 10 years and my plan.	Through this program, I could make my career plan clear and understood what I should do next. At last session, I was heard "what is my dream?" from my mentor, and I said about what I thought regularly. Then my mentor gave me homework for realizing my plan. I had thought my career plan, but I had never made my plan specifically. I appreciate my mentor's steady support. How to improve J-Win & KWIN mentoring program? About mentee-mentor pair matching I think that contact and frequent settings are very important. I couldn't contact with my mentor for 1 month. Although I sent e-mail to her, she didn't receive it. After we connected once, there were no problems. I think it is better that J-Win & KWIN support fast contact. About duration of the program, such as 3months, 6month, one year or more? I think 3 months is enough for this. Other mentor and mentee should get pair matching as good. They will continue the relationship. My mentor and I promised that I will report my conditions and she will support me continuously. This is very happy for me, because I learned to continue the relationship.