

Match. There are two ways to match with entrepreneurs. Come to the quarterly event to listen to start-up pitches. Or ask for a direct match through the mentoring service.

Set Expectations. The first meeting is used to define the goals of the mentoring relation. Tell your entrepreneur what he can count on you for and what you will not do for him. Agree on a meeting frequency for the subsequent meetings and stick to it.

Be Prepared. The entrepreneur sends an agenda before the mentoring session. Focus on a restricted number of topics for one session. Follow-ups on the key points of the previous are detailed. After the session, the entrepreneur is responsible for writing the session notes.

Be Humble. offer options and experience, suggest, don't judge. Surprise successes and surprise failures will pave the way. Don't dominate the conversation; be an engaged listener and respect what your protégé has to say.

Build Trust. Be very serious with confidentiality. Respect your mentee even when you disagree. Do not by-pass.

Use Feed-Back. Do a 2-way feed-back between the entrepreneur and the mentor after 3 months. Talk to the EPFL Alumni director (annelies.garcia@epfl.ch) if you have any doubt about the proper way to address an issue with your entrepreneur / with other mentors, she will address the issue.

Set Objectives. Set some goals for the mentee. Assign him homework. The relationship must be more than just chewing the fat. The point is to help the mentee grow, personally and professionally. Give them a list of books to read. Recommend seminars they should attend. Have them outline their business goals in writing.

Distinguish Roles. The mentee must rely on his coach for project management milestones, ask his board for decisions, look to his mentor for inspiration and comfort. Exchange with coaches and board members but always mind confidentiality.

Exchange and Network - talk to other mentors. Involve them where they can help. Share your experiences every trimester at the mentoring event. Network with your mentoring peers and bring out all the value of a network of technology companies.