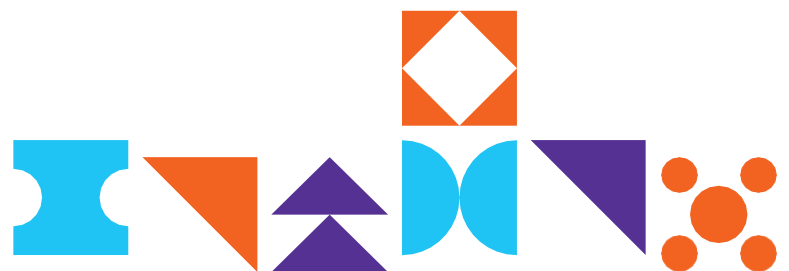


# PMI Malta Mentorship Handbook





## Contents

What is Mentoring? .....	2
About the PMI-Malta Mentorship Program .....	2
Main Focus Areas .....	2
Collaboration Framework .....	3
What makes a suitable Mentor? .....	3
What makes a suitable Mentee? .....	4
Prerequisites, Responsibilities and Benefits .....	4
The Mentorship Process .....	5
Claim PDUs .....	5





## What is Mentoring?

Mentoring is a structured, collaborative relationship in which an experienced professional (the *mentor*) supports the growth, development, and success of another professional (the *mentee*). In the PMI context, mentoring focuses on strengthening project management capability, leadership effectiveness, and career progression through knowledge sharing, guidance, and real-world experience.

Mentoring is not about giving instructions or prescribing solutions. Instead, it is a partnership built on trust, open communication, and mutual learning. The mentor helps the mentee clarify goals, navigate challenges, build confidence, and enhance competencies

## About the PMI-Malta Mentorship Program

The PMI Malta Chapter Mentoring Program is a one-to-one, goal-oriented experience that helps members turn ambition into momentum. Through the exchange of experiences, insights, and support, both mentors and mentees grow personally and professionally.

Our structured approach develops project management competencies and leadership skills while building a strong, supportive community. We foster a culture of continuous learning so participants can thrive and contribute to the profession

Every member of the PMI Malta Chapter can contribute by being a mentor or a mentee. Participation is strictly voluntary and without financial compensation.

All participants must abide by the PMI Malta Chapter Mentorship Code of Conduct and the PMI Code of Ethics

### Main Focus Areas

- **Certification:** to guide mentees that are preparing for their PMI® certificates
- **Career Development:** to provide guidance and advice to mentees on moving their careers to the next level, widen their perspective, and achieve the intended growth.
- **Leadership and Power Skills:** to assist mentees acquiring new leadership skills, increase their confidence and inspire their teams.





This program is not meant to prepare you for a PMP or other PMI exams, provide you with academic tutoring or certification, or find you a job or job referral. However, Mentors may share knowledge on those topics and provide references according to their discretions.

## Collaboration Framework

The mentor and mentee co-create the way they want their relationship to work. While some conversations may happen informally as support is needed, the PMI Malta Chapter encourages a structured rhythm to ensure continuity and meaningful progress.

The Mentoring Program runs over a four-month period. As a formal program, it follows a clear framework guided by the PMI Malta Chapter and includes four key milestones:

- Kick-Off Meeting
- Check-In Meeting #1
- Check-In Meeting #2
- Lessons Learned Session

Throughout the program, mentors and mentees are expected to meet at least once a month, with a minimum of six one-on-one mentorship sessions in total. These meetings may be held in person or online, depending on what works best for both parties.

At the start of the relationship, mentors and mentees should agree on their preferred meeting format, cadence, and expectations. Regular check-ins on how the partnership is progressing help ensure that the relationship remains purposeful, balanced, and valuable.

Participation in the program is entirely voluntary and non-compensated. To support continuous improvement, both mentors and mentees will be asked to complete a feedback questionnaire at the end of the program.

## What makes a suitable Mentor?

The Mentor's role is to provide support and guidance to Mentees, providing the Mentee with development opportunities based on agreed objectives. A suitable mentor:

- Should be a senior professional, with at least 5 years of experience that is relevant to project or program management and preferably have previous demonstrable experience in mentoring or coaching.
- Ideal candidates will also hold at least 1 of PMI's certifications.





- Must be a current member of the PMI Malta Chapter.
- Should be a professional with the right attitude to support knowledge transfer to the Mentees.

## What makes a suitable Mentee?

The Mentee's role is to ensure that the program is used as an opportunity for professional development, based on agreed objectives. A suitable mentee:

- Mentees are professionals in project related roles, or students interested in a project management career, who are committed to learning and professional development.
- Motivated and desire to share and receive knowledge, experience, concepts, ideas, and time
- Must be a current member of the PMI Malta Chapter.
- Should be a professional with the right attitude to collaborate with their mentor.
- Must articulate clear and specific development goals relevant to their current role or career stage.

## Prerequisites, Responsibilities and Benefits

Prerequisites	
Mentors	Mentees
Meet eligibility criteria explained above	Meet eligibility criteria explained above
Complete submission and acceptance of Mentor Application	Complete submission and acceptance of Mentee Application
Commit to a Mentorship Agreement once selected for the program	Commit to a Mentorship Agreement once selected for the program
Responsibilities	
Mentors	Mentees
Devote time to listen and share knowledge, experience, concepts, ideas, and time	Devote time to expand your knowledge
Assist Mentee with setting developmental goals	Ability to identify and achieve goals
Co-create a Mentee development plan based on goals	Co-create a Mentee development plan
Act as a coach	Willing to learn and able to accept feedback
Benefits	
Mentors	Mentees

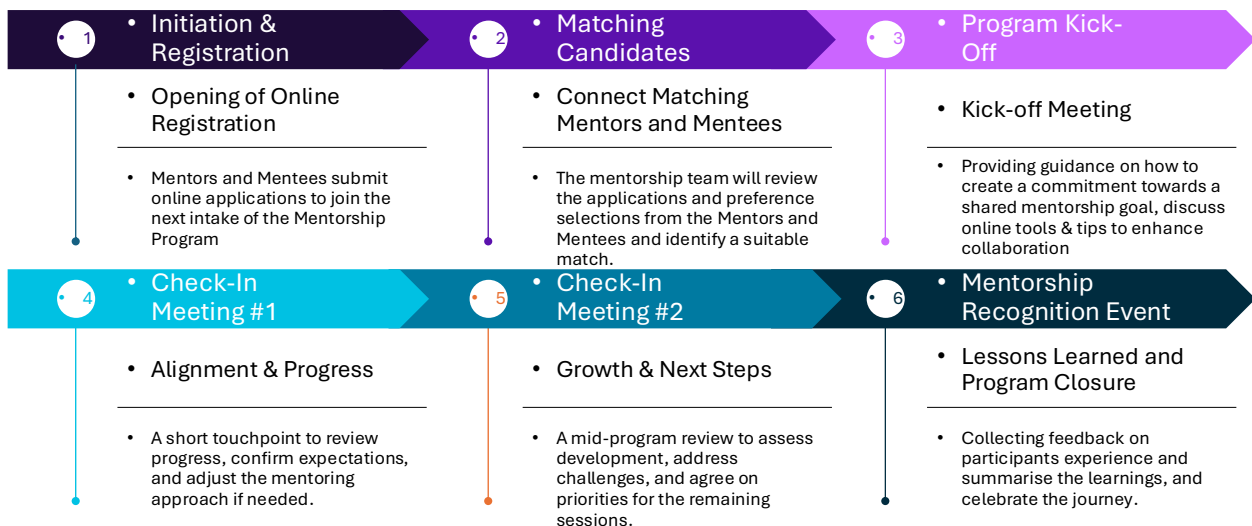




<b>Recognition</b> - PMI-Malta will promote Mentors' profiles on our website page.	<b>Skills Development</b> - learning from the expertise, experience, and wisdom of seasoned professionals.
<b>Earning PDU's</b> - Mentors earn PDU's through the 'Share Knowledge' category.	<b>Networking</b> - broadening your professional network and gaining access to important career relevant contacts.
<b>Giving back</b> - contribute to the PMI community by leveraging years of experience, knowledge, and wisdom to help Mentees succeed.	<b>Earning PDU's</b> - earn PDU's in the 'Informal Learning' category.
<b>Developing interpersonal competences</b> - enhance leadership, teaching and coaching skills which encourages you to become a more reflective practitioner.	<b>Problem-solving</b> - being able to have an open and confidential career discussion in a neutral environment.
<b>Insights</b> - gain new insights from your interactions with Mentees	<b>Direction</b> - having access to an impartial and objective third party to work through current project and career challenges

## The Mentorship Process

The mentoring process generally occurs over six stages as shown below.



## Claim PDUs

PDUs are self-reported and are in the “Giving Back, Share Knowledge” category for mentors and are in the “Education, Informal Learning” category for mentees.





The PMI Malta mentorship program requests mentorship pairs keep and retain a Mentorship Activity log to provide a record of the hours spent

If you have any questions, comments, or would like more information please contact:  
[mentorship@pmi.org.mt](mailto:mentorship@pmi.org.mt)

