



## **MENTOR PROGRAM GUIDELINES**

### **OUR MISSION**

The Mentoring Program is designed to promote the growth and development of our Members and Mentees, through a one-on-one, nurturing, mutually stimulating and confidential environment.

The 9-month long program connects experienced leaders with aspiring talent. Together the pair will work together to pinpoint and resolve core challenges that can best benefit from the Mentor's experience. Regardless of age or tenure, each participant has something of value to offer. This dynamic allows for real-life wisdom and experience to inform the real-life challenges faced by our up and coming Mentees.

### **A GOOD MENTEE COMES SELF-AWARE & PREPARED**

Before the first meeting, Mentees are encouraged to articulate what they hope to achieve by reflecting on the below questions and coming prepared to discuss:

- What do I want to gain from this experience?
- What are the career challenges and goals I hope a more experienced leader can help me solve?
- What can I bring to the table to offer my Mentor in exchange for his/her guidance?

### **A GOOD MENTOR SPOTS POTENTIAL**

A mentor shares personal insights and provides guidance and support to help establish and reach the mentee's professional goals. A Mentor serves as teacher, sponsor, coach, supporter, counselor and role model.

Mentors are encouraged to articulate what they hope to contribute by reflecting on the below questions:

- How can I use my energy, experience, and time to my Mentee's advantage?
- What do I wish I had known earlier in my career and how might that inform my guidance?
- What skills and advice can I offer my mentoring partner that will help develop his/her career?



## **THE FIRST MEETING**

The first meeting establishes the foundation for the relationship and sets the agenda for the 9 months.

- Mentees should be ready to discuss their goals as described in their application
- Mentors listen to help steer and focus the goals and develop an action plan that is realistic, achievable, measurable – and help the Mentee adjust based on their priorities
- Determine the success model and what progress checkpoints they believe will help
- Determine preferred method of contact, communication and meeting frequency

After the initial meeting, the mentee is responsible for taking the lead in setting a schedule and determining the topics and/or challenges they would like to discuss in the meetings.

Mentors should take every opportunity to include the mentee in formal and informal events and meetings as appropriate.

## **PLEASE KEEP IN MIND...**

It is possible that objectives may shift or change during the year, so remaining flexible and open to “iterate” is beneficial to the relationship and encouraged.

A Mentor has been appointed to help you grow, and not just serve as an in-road to a new company or a pure “friendship.”

This is a constructive and confidential context where open, honest, and constructive feedback is key in fostering trust and creating a safe environment for change.

Kindly respect the sacrifice of time and effort each of you has made and keep cancellations or last-minute changes to a minimum.

We hope that you enjoy and value your participation in AICP’s Mentoring Program. Should you need additional ideas or insight on how to make the most of your relationship, please contact us any time.



**Ten Golden Rules  
For a Successful Mentoring Pair**

1. Meet virtually once a month or a total of 9 hours from April through December.
2. Decide how you will be meeting (conference call, Zoom, by skype, etc.). At this time, we are not scheduling in-person meetings.
3. Email ahead — giving at least 24 hours notice if possible if you have to cancel or reschedule.
4. Come to meetings prepared. If you've agreed to do some assignment between meetings, have it completed.
5. If there is a problem or something doesn't feel right to one of you, talk about it — even if it isn't easy. Don't avoid facing a problem. Deal with it together. Please reach out to your committee contact if you need further assistance.
6. Keep what is said confidential. Don't tell other people what your mentor/mentee told you. Keep it private.
7. Work on shared goals.
8. Recognize that you are two different people and learn from each other. Respect and value each other and the ways you're alike and different.
9. Really listen to each other. Try to understand the other person's viewpoint.
10. Feel free to Stay in touch after the 9 Month mentoring program term is over.