



Mentorship Program Handbook

February 2019

Welcome Mentors and Mentees

Thank you for participating in the GOOD Network Mentorship Program! This initiative is a direct result of the passion and dedication for our organization, leaders and members. We believe that the best learning occurs when you are able to sit down and engage in a conversation with someone, which is purposefully designed in the Mentorship program. The success of these conversations will depend on active involvement from the mentor and mentee, a desire to learn from one another, enthusiasm, and structure/support from the GOOD community. We greatly value your participation and hope that you will find your involvement as a professional mentor or mentee both rewarding and educational.

As we map the future of this program, we welcome and appreciate any feedback you may provide over the course of your involvement. If you have any questions or concerns, please do not hesitate to contact us using the information provided below.

Program Contacts

J. Isabella Johnston, President of GOOD Network

Mentorship Co-Chair

GOOD Network

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Mentorship Co-Chair

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Program Purpose

The purpose of this program is to create intentional synergies between our membership. Specifically, we seek to leverage and harness the breadth of expertise in our GOOD community by connecting tenured professionals with those members seeking to learn more about or receive coaching in Organizational Development. As a result, both mentors and mentees should gain new perspectives and build their professional network. Everyone involved in this program is open to practicing learning - unlearning - relearning from one another.

This is NOT a job placement program, but mentees who take full advantage of this opportunity may gain valuable skills and knowledge that will assist them in their job search and future career.

The Mentorship Program seeks to match those individuals who share similar academic backgrounds, professional interests and career fields.

Roles

Ideal professional mentors are:

- Advocates of the GOOD Network and organizational development, training and learning, coaching, consulting, and other areas that OD is integrated in the HR process
- Coaches who are willing to share their professional network with mentees
- Creators of unique learning opportunities outside of the typical training arena that offer exposure to the business world
- Sounding boards and advisors who help mentees explore possibilities and learn more about their chosen industries, review career paths and fine-tune their career goals
- Open to sharing past successes, failures and insights into lessons learned as well as learning from the conversations with the mentee
- Supporters and suppliers of constructive feedback

Ideal mentees are:

- Dedicated to succeeding academically and professionally
- Ambitious and motivated with a desire to grow professionally
- Open to new experiences and learning opportunities
- Respectful toward professionals in our industry

- Willing to utilize their mentor to obtain industry insights

Both parties should display the following characteristics in their interactions:

- High personal standards
- Problem-solving skills
- Communication skills
- Active listening skills
- Patience, flexibility and empathy
- Enthusiasm
- Responsibility and commitment
- Learn - unlearn - relearn approach
- Positive attitude

EXPECTATIONS

Mentor:

- Listen to the needs and expectations of your mentee
- Work with the mentee to help develop and establish goals
- Offer suggestions and feedback
- Keep the mentee aware of progress
- Be committed to serve as a resource to the mentee
- Encourage your mentee to explore new areas and ideas
- Follow-up on commitments made to the mentee
- Contact the mentee if you are unable to attend scheduled meetings
- Contact one of the Mentor Co-Leaders if there is a concern with the mentor relationship

Mentee:

- Review the Mentee Preparation Guidebook (separate document)
- Discuss your needs and expectations with your mentor
- Think about what you want out of the program prior to each meeting
- Negotiate ideas and activities with your mentor
- Commit to carrying out agreed-upon goals
- Be receptive to suggestions and feedback
- Keep mentor informed of progress
- Maintain professional demeanor
- Contact mentor if unable to attend scheduled meetings in a timely manner
- Contact program co-chairs if there is a concern with the mentor relationship

Mentor and Mentee

- Respect confidences and trust each other
- Discover common ground and appreciate differences
- Be yourself and be flexible
- Be a good listener
- Be curious
- Be available to communicate regularly and meet once per month via phone, Skype, or in person

Suggested Schedule for Mentor/Mentees Quarterly (Minimum of 1 time a month)

Month 1: Meet Your Mentor	
After being paired:	<ul style="list-style-type: none"> ● Discuss goals, expectations, objectives for the mentor/mentee relationship ● Complete goals activity sheet ● Establish a communication format and schedule for future meetings and communications
Month 2: What Do You Want to Be?	
Suggested conversations:	<ul style="list-style-type: none"> ● Discuss the mentee's career interests and goals ● Discuss and list the mentee's talents, skills and interests ● Discuss the mentor's educational background and educational preparation in their field ● Discuss mentor's job and work environment ● What is your typical day on the job? ● What percentage of each day do you spend in various work activities? ● What is the title of the person to whom you report? ● How free are you to do your work independently?

	<ul style="list-style-type: none"> • What types of problems are you likely to face during the day? • What are the most satisfying and the most frustrating parts of your work?
Suggested activities:	<ul style="list-style-type: none"> • Explore personality assessment tools • Participate in a company tour or job shadow • Attend a professional organization or industry meeting together • Attend a GOOD Network COP meeting together • Set up an information interview within mentor's company of manager/executive

Month 3: How Are You Going to Get There?	
Suggested conversations:	<ul style="list-style-type: none"> • Discuss how the mentor's personal and professional life fit together such as: working hours, travel, job pressures, family-work life, job stress and pressures • Discuss how individual work values impact career choices • Discuss ways to find job opportunities • Discuss how to create a plan for mentee to get their dream job • Discuss and brainstorm what mentee needs to do to find a passion for their career
Suggested activities:	<ul style="list-style-type: none"> • Investigate career-related student clubs • Go out to lunch or dinner and discuss proper business etiquette • Search job postings on company websites, Indeed.com and LinkedIn to see what type of jobs are open, location and requirements • Find a conference or professional event the student mentee could attend in the future • Discover a group or professional organization the student mentee could join

Month 4: What Mentee Discovered and Learned

Suggested conversations:	<ul style="list-style-type: none">• Discuss how the mentor’s personal and professional life fit together such as: working hours, travel, job pressures, family-work life, job stress and pressures• Discuss how individual work values impact career choices• Discuss ways to find job opportunities• Discuss how to create a plan for mentee to get their dream job• Discuss and brainstorm what mentee needs to do to find a passion for their career
Suggested activities:	<ul style="list-style-type: none">• Go out to lunch or dinner and discuss proper business etiquette (depending on age of mentee)• Search job postings on company websites, Indeed.com, LinkedIn to see what type of jobs are open, location and requirements• Find a conference or professional event the mentee could attend in the future• Discover a COP group or other professional organizations the mentee could join

GOOD Network Mentorship Program
Mentor - Mentee Communication Agreement Form

Mentor name: _____

Mentee name: _____

Meeting Dates and Communication Methods:

- We will meet: _____ (weekly, bi-weekly, monthly, schedule at end of sessions).

- o *Please provide dates if available:*

- Primary method of communication will be: _____ (in-person, video chat, phone).
- Agreed upon best method of communication to schedule meetings will be: _____ (call, text, email, phone).

Note: The program runs quarterly, but continued mentoring is encouraged if mutually agreed up by both parties.

By signing below, we have confirmed:

- I understand that if a conflict with the meeting schedule arises, I will inform my mentor/ mentee as soon as possible with at least 24 hours in advance notice.
- I will respond to my mentor/mentee within a reasonable amount of time (24 hours or less).
- I will use appropriate language and only share relevant information about my personal life.
- If a situation occurs and I need to defer from the program, I will let my mentee/mentor know as well as one of the the GOOD Network Mentor leader contacts, Nicole Baker Rosa (386-290-0884) or Isabella Johnston (407-461-2991).

Mentor Signature and Date

Mentee Signature and Date

GOOD Network Mentorship Program Tip Sheet for Creating Goals

The mentee should establish with their mentor at least three professional development or personal growth goals. ***Goals should be specific, measurable, attainable, relevant and have a defined time frame. (SMART)***

Focused: Think about what is the most important thing you would like to accomplish with your mentor. The goal should be **specific**.

Examples: Attend a job shadow, securing internship or employment, update resume for industry, complete informational interview, expand your network, attend a professional organization's meeting or professional networking event.

Attainable: Think big picture, but recognize factors such as timeframe and steps needed to take to achieve goals.

Create clear deadlines: It is suggested to meet two of your goals by the end of the program. To do this effectively, create realistic deadlines for each goal to stay on track. Goals can also go past the three-meeting mark, but the steps needed to get to the goal should be happening now.

Plan ahead: Keep your goals a priority and plan in advance. Give yourself enough time and prioritize it into a schedule.

Flexible: The only constant in life is change, so be prepared for roadblocks. If something changes, give yourself flexibility to revise or change your goals or deadline if needed.

Motivation: Create goals that you want to succeed in. Completing them with enthusiasm will give you a feeling of accomplishment.

GOOD Network Mentorship Program Goals Form

Mentor Name: _____

Student Mentee Name: _____

GOAL # 1:

What steps will help you achieve this goal?

Deadline: _____

GOAL # 2:

What steps will help you achieve this goal?

Deadline: _____

GOAL # 3:

What steps will help you achieve this goal?

Deadline: _____

Mentor Signature and Date

Mentee Signature and Date