

Summer Enrichment PROGRAM

Mentor Guide

Professional Mentorship

A mentor is an individual with extensive professional experience that fosters the development and growth of a less experienced individual. While a mentor might offer tools, advice and training, it is up to the mentee to absorb and apply their teachings on a regular basis. By offering long-term support, a mentor enables the mentee to grow toward their potential through challenging tasks, advice and encouragement.

Qualities of a Good Mentor

1. Values respect
2. Gives honest feedback
3. Actively listens
4. Advocates on your behalf
5. Knows your industry
6. Motivates others
7. Constantly learns

Benefits of Mentoring

Mentoring can be a mutually beneficial relationship. It can help you strengthen communication skills, expand your view point and consider new ways of approaching things. Mentoring can be a mechanism to transfer your depth of knowledge to someone who is eager to receive it. It can provide immense personal satisfaction in knowing that you are helping others.

Goals of SEP Mentoring Program

1. Provide SEP interns with a mentor who can help them develop professionally by answering questions, offering advice and sharing information
2. Introduce SEP interns to other industry leaders
3. Provide feedback

Commitment

While we hope that your connection with your mentee is a lasting one, the commitment for this program is one-year, June 1, 2021-May 31, 2022.



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Requirements

- Weekly check-in call During the formal SEP internship
- Monthly check-in call

Engagement

1. Mentors will complete a mentor questionnaire
2. Mentors will be matched with interns by SEP committee
3. After being matched, mentors and mentees will participate in an orientation to highlight the goals of the relationship and to participate in an icebreaker
4. Mentors and mentees will complete a quarterly survey
5. Mentors and mentees will be interviewed for the Mentor's Voice podcast

Suggestions for Mentors

- Get to know mentees personally, find out about their family life, passion, hobbies and goals both personally and professionally, as you feel comfortable
- Be as authentic and transparent as you can about your leadership journey, so that mentees understand the highs and the lows of leadership
- Make suggestions of books to read, podcasts, TedTalks, organizations to join, publications to subscribe to etc....
- Carve out one hour per week, then per month to build the relationship and make sure the mentee has your complete attention
- Make “warm” introductions to other people that you believe can help your mentee develop
- Model the behavior that will make your mentee successful in their career
- Read a book together and engage in discussions
- Create 1-3 questions that are asked during each engagement that the mentee can prepare for and will provide structure for your engagements
 - Examples:
 - Tell me one thing that you learned this week/month that you will incorporate into professional tool box
 - What is the on investment that you made in yourself this week/month
 - What is going well and what is not going well

