

## MENTORSHIP PROGRAM GUIDELINES AND PROCESS

### **Global Leaders of Tomorrow Mentorship Project**

#### **Process**

Interested business students should apply by the deadline listed on the Mentorship Application Form. Students will be able to review mentor applications and try to find someone who they want to connect with based on shared interests, professional experience and common goals. Students will then initiate the first meeting with their mentor of choice at some point in November at a mutually convenient time. Mentee and mentors will be asked to sign a confidentiality contract after the first meeting confirming they are both able to commit to meet for a minimum of 6 hours from November to April.

#### **Program Guidelines and Purpose**

The purpose of the mentorship program is to connect top business students with working professionals, sparking imagination, fostering community connections and building intercultural intelligence. While mentees build networking skills and gain valuable business contacts, mentors have the opportunity to share their own knowledge and experience with a new generation of business leaders while tapping in to the students' theoretical knowledge of current business trends. Mentees are looking for guidance and information from their mentors to help them through their own career development.

#### **Expectations & Timeline**

- Student mentees meet with mentors in the business community.
- Minimum time commitment of six meetings or six hours over six months that could be in person or virtually via telephone, email, skype, social media, etc.
- It is both the mentors' and mentees' responsibility to stay in contact and initiate meetings throughout the 6 month program but students are expected to initiate meetings more frequently based on their academic school schedule.
- The relationship building process between mentors and mentees can sometimes involve challenges or conflicts so please be sure to communicate with the program coordinators if you are experiencing any issues so that we can help resolve them in a timely and collaborative manner.
- *All participants are reminded that this is not an 'internship' or 'job placement' program.* Students should not be asked to perform any work or employment-related duties unless negotiated, arranged and agreed upon outside of the mentorship program as **paid** employment only. Students should not ask for employment from their mentor or help finding employment unless the mentor offers to do so.

### **Confidentiality**

- Mentors are not expected to share any confidential information about their professional activities or places of employment. The information sharing should be of a general business nature and therefore there is no need to share any strategic plans, marketing campaigns, trade secrets, codes or passwords with mentees.

### **Characteristics of Effective Mentors:**

- Possess and exhibit expertise in their professional area or industry
- Adhere to high professional standards and practices
- Able to recognize and encourage talent in others
- Demonstrated achievement and leadership competencies
- Excel at communication in a variety of different settings and through different modes and methods

### **Characteristics of Effective Mentees:**

- Curious by nature and keen to ask questions in a professional, polite and respectful manner
- Open to feedback and constructive criticism
- Looking for new experiences as great learning opportunities
- Able to reflect and self-assess in order to grow both personally and professionally

### **Benefits for the Mentor**

- Exposure to new ideas and fresh perspectives
- Feedback from one-on-one interactions that can inspire personal growth & development
- Personal satisfaction from sharing relevant life experiences, professional knowledge and skills

### **Benefits for the Mentee**

- Opportunity to increase professionalism and learn more about business norms and standards
- Chance to increase your own professional network and gain networking experience
- Receive guidance, feedback and advice that can assist with career planning and decision-making

### **Project Coordinators:**

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