

MENTORSHIP PROGRAM GUIDELINES

Mentees

Mentoring is a power-free, two-way, mutually beneficial learning situation in which the mentor provides advice, shares knowledge and experiences, and teaches using a low pressure, self-discovery approach.

- We recommend you meet with your Mentor **once a month**. At your first meeting you should request an hour to openly discuss your expectations of your mentoring relationship, including setting some goals.
- Discuss which **method of communication** will work best for both of you: e-mails, phone calls, video conference, text. What day and time will you try to meet/talk each month? If in person, where will you meet?
- Before your meeting or phone call, you should **create an Agenda** and share with your Mentor at least 2 days prior. Discuss your priority items at the beginning and any additional items can follow. *It is up to you, as the Mentee, to set the meetings.*
- For your first meeting, the questions below are just some starter suggestions. No need to cover them all, and feel free to add your own. Take ample time to get to know each other better!

Suggested Questions for your Mentor

- Share your personal story: where did you grow up, what did you study, how did you get to where you are today?
- Share your business story: what are your values and mission, how did your company come to be, what is your role within the business, and what is its business model?
- Why did you decide to get involved with Beedie Luminaries as a mentor?
- Have you ever mentored other young students before? If so, what was your experience like?
- What value do you hope to receive from our relationship?
- What are your interests outside of work? What do you do for fun?
- What book are you reading right now?
- What's one of the hardest pieces of feedback or advice you were ever given?
- Within what industries or areas do you foresee great innovation taking place in our lifetime? Why?
- What gets you excited about business or entrepreneurship?
- What's the coolest or most awesome or most innovative business you know?

MENTORSHIP PROGRAM GUIDELINES

Mentors

As a mentor to a Beedie Luminaries' student, you recognize the magnitude of the responsibility that you accepted in choosing to work with youth and agree to interact appropriately with your mentee according to the highest ethical standards at all times.

- Please try to connect or meet with your Mentee at **least once a month**. In person meetings should always occur in a **public place** such as coffee shop, library, restaurant, etc.
- We will be asking for a **brief report**, twice a year (January and June), with an update on progress of your relationship. We will leave it up to you and your mentee to decide if you wish to continue your meetings during the summer.
- Remember that the mentor–mentee relationship has an **initial phase**. During this phase the mentee is more interested in getting to know how “real” you are and how much he/she can trust you.
- The mentor–mentee match is a one-on-one relationship that takes time to build. Try to **avoid bringing someone** else when you are with your mentee, especially in the initial phase of your relationship.
- Don't try to be a teacher, parent, disciplinarian, therapist, Santa Claus or babysitter. Experience demonstrates it is counterproductive to assume roles other than a dependable, **consistent friend**.
- Present information carefully without distortion and give all points of view a fair hearing. Listen carefully and offer possible solutions without passing judgment. **The mentor empowers the mentee to make right decisions without actually deciding for the mentee.**
- Entertainment is not the focal point of your relationship. Do not spend an exorbitant amount of money for activities, birthday presents, and so on.
- Discussions between you and your mentee are considered **confidential**. Be careful about sensitive personal issues. Problems that your mentee may share with you regarding substance abuse, mental health, physical or mental abuse are best handled by professionals. If you have any concerns, please contact one of our Student Coaches, **Ann Bolton** at ann.bolton@beedie.ca or **Margaret Suchonska** Margaret.Suchonska@beedie.ca. If you feel that the safety of your mentee or others is at risk, **call 911 for immediate assistance**. This requirement should always be discussed at the beginning of the relationship to inform the mentee of your obligation to report safety concerns.

Your commitment and dedication to your mentee may be the most profound opportunity that you experience. The quality of the relationship you build directly influences the life and future of the youth. Please exert every effort to maintain professional standards, improve your mentor skills and exercise good judgment when engaged in any activity involving your mentee.

MENTORSHIP PROGRAM GUIDELINES

TIPS FOR MENTORS

DO

- *Get to know your mentee. Try to really understand how things are for him or her now.*
- *Be positive, patient, dependable, honest and sincere.*
- *Be consistent, but flexible. Expect changes in plans.*
- *Encourage, praise and compliment – even the smallest of accomplishments.*
- *Be an active listener. Use language that’s easy to understand.*
- *Give concrete explanations.*
- *Be straight, honest and sincere (people pick up on falseness and shallowness).*
- *Ask for opinions and participation in decision-making.*
- *Work with your mentee. Share your knowledge rather than giving advice.*
- *Be enthusiastic – it’s contagious.*
- *Stress the positive.*
- *Be firm. Have your mentee assume responsibilities and hold him or her accountable.*
- *Help your mentee use mistakes as learning experiences.*
- *Be fair – they’ll notice if you’re not.*
- *Help identify your mentee’s talents, strengths and assets.*
- *Tell your mentee about yourself, especially what you remember from your school years.*
- *Help them identify the significance for their own lives of the information you are discussing (e.g., possible future profession, similar experiences, etc.) – tell them how they can use the information.*
- *Learn to appreciate your mentee’s cultural and ethnic background. Strive toward cultural reciprocity.*
- *Be open to what your mentee can teach you or share with you.*
- *Honor Your Commitment – This is extremely important!*

DON'T

- *Expect to have instant rapport with your mentee.*
- *Be lenient in order to be liked – it won’t earn their respect, and they need consistency and structure.*
- *Lecture, moralize or preach.*
- *Tell them what to do (instead, you should suggest, invite, encourage).*
- *Make promises you can’t keep.*
- *Be convinced that what mentees say is always what they mean.*
- *Pry into the young person’s life. If a mentee pries into your affairs, it is okay to say that some things in your life are private just as they are in his or her life.*
- *Be afraid to admit that you do not know an answer or that you have made a mistake. Find the correct answer and learn together. It helps the mentee to see that you are learning too.*
- *Interpret lack of enthusiasm as a personal rejection or reaction to you.*
- *Be sarcastic or use excessive teasing.*
- *Lend or give money. If you wish, you can make a contribution to the Foundation’s discretionary fund to support expenses school/life for students who are most financially needy.*
- *Violate confidences, with the single exception of crisis intervention situations, in which case you must contact our student coach or 911 immediately.*
- *Forget your own adolescence. What do you wish an adult had said to you or done for you at that time in your life?*
- *Attempt to become a surrogate parent to the student.*