



Mentoring for Success

Welcome to the NAWBO Greater Detroit Chapter Mentoring Program

We're so delighted with your interest in NAWBO Greater Detroit's mentoring program! Some information is enclosed to help you in developing your new partnership.

To start things off, please fill out the application form and return it to the NAWBO Greater Detroit office by email or fax. Contact information is listed below.

Once we receive your application, you will be matched with someone having the same personal goals and interest as you.

Responsibilities for those applying as a MENTOR are:

- Be willing to spend at least an hour each month for six months, face-to-face with your mentee.
- Be willing to bring your mentee to other functions.
- Speak openly about your professional challenges.
- Be professional, listen well and keep it confidential.

Responsibilities for those applying as a MENTEE are:

- Set up all meetings.
- Be prepared and on time.
- Assist with setting up the criteria for your meetings.
- Be professional, listen well and keep it confidential.

If you have any questions or concerns, please contact Cheryl Bida or the NAWBO Greater Detroit office, at the numbers listed below.

Good luck and enjoy your new experience!

Sincerely,

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Mentoring for Success

Mentor / Mentee Application

Name:

Years in Business:

Company:

Title:

Address:

Tel:

Fax:

Cell:

Email:

Position Applying for: *(please circle one)* Mentor

Mentee

I am currently in an informal Mentoring Relationship with: *(give name)*

1. My current business responsibilities:

2. My work and/or educational background:

3. My interests and hobbies outside of work:

4. My personal and professional strengths:

5. My future professional goals:



6. **MENTEE Applicant:** What are your main goals for participating in a mentoring relationship?

- Career Path Planning Assistance
- Counseling / Advice
- General Knowledge
- Networking
- Other *(describe)*

Provide a detailed explanation of your goals below *(attach extra pages as needed)*

Describe your ideal mentor (personality, seniority, style, career background, etc.)

List the names of individuals with whom you would like to be paired (if any)

7. **MENTOR Applicant:** In what areas do you feel you can best help a Mentee? *(check all that apply)*

- Career Path Planning Assistance
- Counseling / Advice
- General Knowledge
- Networking
- Other *(describe)*

Provide a detailed explanation to support each item checked *(attach extra pages as needed)*

Describe your preferences in a Mentee (personality, career background, skills, business size or type, etc.)

List the names of individuals with whom you would like to be paired (if any)

**Thank you for your interest in the Mentoring for Success Program.
We look forward to hearing about your experiences.**

Mentoring for Success

The Role of the Mentor

Mentor roles generally fall in two categories:

- Helping the mentee to achieve educational or career goals
- Enhancing the mentee's self-confidence and self-awareness

It is common to hear mentors described as:

- teachers
- trainers
- sponsors
- role models
- advocates
- coaches
- openers of doors
- friends
- advisors

Qualities of Mentors

Communication: A mentor must be able and willing to listen to the mentee, explain complex concepts, and empathize with the mentee who may be dealing with multiple stresses at work and at home.

Commitment: Mentorship is a personal, long-term involvement that is targeted toward making a substantial and significant impact on the mentee's life. A commitment of at least 12 months is typically necessary. A frequent turnover of mentors doesn't really provide the depth of support that a mentee needs.

Collaboration: The mentor must be willing to create an atmosphere that allows the mentee to "try their wings before they fly," by safely testing unfamiliar concepts and tasks. This can be easily done by first asking how they might proceed in a given situation and then allowing them to think out loud before forming a conclusion. This approach, rather than lecturing, fosters learning by doing.

Organization: Progressive, successful career development doesn't happen by chance. A mentor must have regular meetings with the mentee to assist her to attain realistic goals. If the mentee has trouble meeting those goals, the mentor must be able to analyze the problem and identify steps for overcoming the obstacles.

Flexibility: A mentor is willing to adapt and willing to accept changes throughout the course of the relationship. A mentor must recognize that the mentee's world of work, home, and personal life is evolving rapidly during this period.

High Expectations: The most significant factor in creating an effective learning environment is having a high level of expectation. Mentees are capable of much more than we typically expect. When the mentee speaks and acts in a way that conveys her confidence in the mentees' potential success, the mentee will flourish.

Patience: A mentor understands that everyone makes mistakes...and may make them again. Developing expertise often occurs by fits and starts. "Count to 10 before you say anything" is still excellent advice.

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What is Gained by Mentoring

For the Individual Being Mentored (Mentee):

- Higher self-esteem
- A better understanding of the relationship between education and improving their business opportunities
- The more you know, the more you can do
- Knowing the importance of balance between different aspects of their lives
- Connections with professionals interested in her career
- Relationship and importance of continuing education (formal and/ or informal)

For you, as a Mentor:

- Increased personal satisfaction in knowing that you are personally:
 - making a big contribution to someone's life
 - helping to increase the number of successful citizens and fellow business owners in your community
 - helping an individual create and explore new business opportunities
- An opportunity to learn more about yourself and more about others.
- An opportunity to develop your own skills related to communication, flexibility, organization and patience, which should enable you to improve your relationships with your coworkers and family members.

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What You – As a Mentor – Are Experienced to Do

- Set a good example with your own behavior.
- Live by and teach a positive philosophy of life.
- Understand and aspire to the mission at hand.
- Have complete confidence in your own identity.
- Teach others what they need to know.
- Take delight in the success of others.
- Take the initiative to establish relationships.
- Look for the strengths in others and give spontaneous feedback.
- Value others and enjoy their company.
- Ask questions to help others to formulate their future goals.
- Relate to others with the assumption that they are capable.
- Encourage others to aspire and then pursue their aspirations.
- Encourage others toward more knowledge.
- Teach others more than is required.
- Send continuous signals of acceptance.
- Become an ally during times of trouble.
- Suggest and teach behavioral change without scolding.
- Point out behaviors which may compromise or sabotage personal goals.
- Manage disappointment without losing faith in the person or the mission.
- Recognize and respond to “teachable” moments.
- See strengths in others even before they see them in themselves.
- Think often of others in terms of their possibilities.
- Point out opportunities – even those that may be remotely related.
- Encourage others to take charge and guide their own lives.
- Communicate clearly and with conviction.
- Help people discover themselves.

What Mentoring Isn't

A mentor is not...

- a parent
- a professional counselor
- a social worker

Mentoring is not...

- a cure-all
- a solution to the problems facing the mentee and her family

Do not...

- Ask the mentee to discuss personal issues
- Delve into personal or family life (particularly early in the relationship)

The mentee might be ashamed of an unfortunate incident at work or an embarrassing family situation. Certain topics may be more appropriate later in the relationship, after trust has been established.

Silence may not mean the mentee is rejecting you. She may just be uncomfortable sharing with you.

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Preparing to Meet Your Mentee

Questions Your Mentee May Ask You:

- What did you do right after you graduated from college or high school? Would you do it again?
- What do you like most about your work? Least?
- What kinds of things do you do in an average week?
- What major tasks do you perform in a week?
- What equipment or tools do you use?
- What is a description of your typical day on-the job?
- What are your working hours? What is the income range?
- In what ways did your education prepare you (or not) for this job?
- If you could go back to college or high school, what would you do differently?
- Why are you interested in being a mentor?
- Whom do you admire? Why?
- How did you choose your career?
- What are the advantages of work in your field? Disadvantages?
- What do you think determines a person's progress in a profession?
- How did you get where you are?
- Do you, or did you, have one or more mentors? In what ways did you benefit? How did that person help you?
- What do you think is most important to success?
- What do you do for fun?
- What types of community activities are you involved in?
- Did you always know what you wanted to do for a career?

Questions you May Want to Ask Your Mentee:

- Tell me about you.
- Why did you apply?
- What are your plans for reaching your goals?
- Are you involved in extracurricular activities?
- Do you have any hobbies?
- Have you always lived in this community?

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How to Assess Your Achievement as a Mentor

Are you making a difference?

Don't expect to see the difference you are making during your first week as a mentor. It may be years before you realize the impact you had on an individual's life when someone returns and lets you know how "you made a difference" in her life. What are the signs of progress in a successful mentoring relationship? Here are a few:

- improved interaction with peers
- improved appearance
- improved business performance
- more smiles
- improved self-esteem
- increased communication
- more volunteering
- increased consideration of others

Signs of Problems

Most often, mentors and mentees are successfully matched and a healthy relationship develops. However, problems can arise and you should be aware of some of the common problems as well as ways to handle them. Listed below are signs of potential problems:

- The match may not be right for either of you.
- Some mentees have been so disappointed and damaged by previous experiences that they are unable to risk taking advantage of a helping, supportive relationship.
- The mentee may drop out of the program.
- You may feel burdened by the relationship and other commitments.
- You may feel angry or annoyed by the mentee's words or behaviors.
- Chronic lateness.
- Frequent absences.