

BSAS _____ **MENTORSHIP** _____ PROGRAM



B S A S

THE BOSTON SECURITY ANALYSTS SOCIETY, INC



The Boston Security Analysts Society Mentorship Program



Welcome to the Boston Security Analysts Society Mentorship Program!

You have made an important commitment to serve as a Mentor or a Mentee. This toolkit offers helpful guidelines and practical advice for making the most of your Mentor/Mentee relationship.

The information provided here will help you start on the path toward an effective mentoring relationship. We anticipate and hope that you will add your own ideas for building a productive relationship as you get acquainted and begin working together.

The members of the Mentorship Committee welcome your constructive feedback so that improvements to the toolkit can be made for future participants.

Thank you again and congratulations!

The BSAS Mentorship Program Committee

Mentorship Program Participant Toolkit



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Section I – Mentorship Program Overview

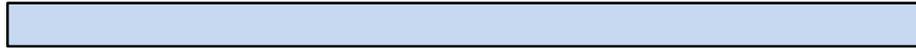
Mentorship Program Purpose and Goal:

The BSAS Mentorship Program was established to offer a unique opportunity for less-experienced BSAS members to connect with and learn from seasoned industry professionals. In doing so, the program leverages the vast and varied experience of its membership to promote skills development, leadership, and professional growth through the exchange of ideas and sharing of information between the Mentor and Mentee.

Participant Requirements and Expectations:

- The Mentorship program will run through the end of the fiscal year. Mentors and Mentees commit to participate through June 2015.
- Mentors and Mentees are required to sign the Volunteer Code of Conduct.
- Mentors and Mentees are expected to meet 6-9 times over the course of the program year. Face-to-face meetings are encouraged whenever possible.
- Mentors are expected to allot 1-2 hours per month to meet with Mentees at the discretion of each participant.
- Mentees are responsible for making initial contact, scheduling future meetings and any other meeting follow-up.
- Mentors and Mentees are expected to attend the Welcome Reception to “meet-and-greet” their program partners, other participants and committee volunteers, as well as to review program guidelines.
- We hope that all participants will attend the program’s year-end luncheon at the conclusion of the program (June 2015).

Section I – Mentorship Program Overview (*continued*)



Mentorship Program Roles and Responsibilities

A successful mentoring relationship entails sharing responsibility in developing a structure for *intentional* learning. There must be a mutual understanding of the relationship goals and expected outcomes. It also requires the support of an effective and accessible program Committee.

Mentors
<ul style="list-style-type: none"> • Guide Mentees to identify goals • Contribute up-to-date knowledge • Be willing to share your experience • Build upon Mentees’ strengths

Mentees
<ul style="list-style-type: none"> • Identify realistic goals and outline timeframes • Communicate learning style • Take the lead in scheduling meetings • Be prepared for each meeting with your Mentor • Be able to accept constructive feedback

Mentorship Committee Members
<ul style="list-style-type: none"> • Develop program requirements and guidelines • Review Mentor/Mentee applications • Communicate with program participants to monitor progress and address problems • Make themselves available to address concerns • Evaluate the program, make recommendations for enhancements

Mismatch: If either party feels that his/her pairing is not suitable, this should be communicated to both the Committee Chair and Amy Pepe who will seek to identify a suitable alternate, if possible.

Confidentiality: Trustworthiness is an essential component of a successful relationship between a Mentor and Mentee. A commitment to confidentiality is required and this is included in the Volunteer Code of Conduct.

Section I – Mentorship Program Overview (*continued*)



Program Contacts

While there will be an opportunity to complete a survey at the conclusion of this year's program, the BSAS Mentorship Committee welcomes your feedback throughout the year. We were pleased to have had the valuable feedback of last year's program participants, as many of their suggestions have since been incorporated into this year's program.

If you have any suggestions, questions, or concerns, kindly contact any of the following:

- **Amy Pepe**
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Section II – Mentorship Program Guidelines

Trust and Communication

The mentorship relationship is built upon a foundation of trust and communication. Trust is key to building a relationship and encourages both parties to productively and confidentially discuss professional goals, ideas, and experiences. It facilitates open communication important in both establishing a clear understanding of each party's expectations at the outset and discussing challenges encountered throughout the program. Trust assumes that the disclosures of both the Mentor and Mentee will be held by each partner in the strictest of confidence.

Phases of the Mentoring Relationship

Forming a Foundation

- Getting to know one another
- Setting goals and establishing timeframe
- Agreeing on a meeting format
- On-going communication

Cultivating the Relationship

- Assessing progress
- Providing feedback
- Identifying goals for subsequent meetings

Evaluation and Redefinition

- Assessing what has been achieved
- Celebrating successes
- Outlining further steps in development
- Feedback to Committee to enhance the program

Section II – Mentorship Program Guidelines (*continued*)



Suggested Topics for Mentor/Mentee Meetings

Please note that these topics are only guidelines for your meetings. If there are other topics that you discuss over the course of your pairing that you feel would be valuable to others, please share them with us.

Meeting #1 – Introductions/ Establishing a Relationship

- Discuss both of your career and educational backgrounds and progression
- Discuss your goals and expectations in the mentorship program
- Decide on the best form of communication (i.e. phone, email) and best timing and frequency for scheduling future meetings
- Mentors and Mentees should identify any areas of confidentiality at their first meeting

Meeting #2 – Career Planning

- Continue your discussion about your Mentor's history
- Discuss Mentee development plans including challenges and exploration of development opportunities
- Discuss skills necessary to achieve these goals and identify strengths/weaknesses

Meeting #3 – Work/ Life Balance

- Discuss the challenges in achieving work/life balance
- Create a plan to ensure that you are able to achieve professional success without sacrificing your personal/family life

Meeting #4 – Leadership/Team Work

- Discuss the importance of leadership and teamwork as it relates to success
- What challenges do you each face in being part of a team?
- What traits make a good leader?
- How can you improve your leadership skills?

Meeting #5 – Upcoming Professional Challenges

- Discuss issues faced over the course of this year
- Discuss lessons that you have each learned
- Discuss other topics that you have not previously covered but wish to share with each other

Section II – Mentorship Program Guidelines (*continued*)

Tips for Giving (and Receiving!) Feedback

By entering into a mentorship relationship, the Mentee not only *invites from* but also *offers to* his/her Mentor honest, constructive and valuable feedback. This reciprocity is vital to achieving goals as well as the overall success of the relationship. Below are tips on giving and receiving feedback in ways that are impactful.

Effective Feedback:

- Is offered in a timely manner
- Emphasizes actions and offers solutions or strategies for improvement

Effective Feedback from *Mentee*:

- Informs the mentor about how the advice received was beneficial
- Describes how the communication style and/or actions of the mentor contributes to a positive mentoring experience

Effective Feedback from *Mentor*:

- Concrete observation of Mentee's strengths and assets
- Discussion of areas of potential growth and development
- Actionable next steps for progress (e.g. introduction to professionals with the skill set, books/reference material, etc.)

For the Mentee: Tips for Success!

Mentoring partnerships are more successful when Mentees are proactive in determining the pace and direction conducive to achieving goals.

- Clarify goals and expectations; communicate these to Mentor prior to meeting
- Create a workable, realistic schedule; determine preferences on means of communication
- Specify a single outcome you'd like to achieve in the first 90 days to help establish the relationship
- Begin each meeting with an update about the progress made on plan of action from prior meeting
- Be respectful of each other's time
- Continually discuss the progress of the mentorship to determine if the relationship is effective and meeting the needs of both the Mentor and Mentee