



2019 Mentorship Guidelines

In promoting the professional development of our members, NCPC has created a mentorship program to provide the opportunity to link seasoned professionals with the new generation of philanthropists in North San Diego County. All mentors/mentees must be current NCPC member.

Genuine commitment on the part of both the mentor and mentee is required for a successful mentoring relationship.

Matching Mentees with Mentors:

Mentors and mentees will be matched based on rankings received from May 31st meet & Match program as well as reviewing industry interests and home/office location as written in application. Each relationship will unfold differently based on individuals involved. If initial match-up does not work, contact NCPC for further instructions.

Mentor Responsibilities

- *Be an Active Listener*
 - Provide uninterrupted time to meet with your mentee
 - Allow mentee the time to explain the situation completely before offering advice
- *Elicit Goals & Expectations*
 - Set goals for mentor/mentee relationship
 - Help mentee discover talents and interests to define and attain their goals.
- *Information*
 - Mentor shares their knowledge, experiences, and wisdom.
 - Obtain your mentee's resume or Linked In profile so you know pertinent information
- *Challenges*
 - Mentor stimulates curiosity and build confidence by presenting new ideas, opportunities, and challenges.
- *Support*
 - Mentor encourages growth and achievement by providing an open and supportive environment.
- *Role Models*
 - By sharing stories of achievement with mentee, mentor can become role model.

Mentee Responsibilities

- *Initiate*
 - Initiate first contact for introduction and to set up meeting
 - Maintain correspondence with mentor at least once a month
- *Set Goals & Expectations*
 - Communicate goals for mentor/mentee relationship and for career/future
 - Before first meeting, ask yourself
 - What are my goals?



- How can mentor assist me in meeting goals?

- *Prepare*
 - Obtain mentor's resume or LinkedIn profile. Identify key steps in their career that are valuable to you
 - Ask yourself what skill do you need to learn and improve
 - What do you want to change about work style
 - What professional networks are important
- *Be an Active Listener*
 - Be careful not to interrupt when mentor is speaking
 - Take notes when appropriate
 - Be open to suggestions
- *Respect*
 - Express your appreciation for the assistance you receive
 - Make positive or neutral comments about mentor to others
 - Respect their confidence and trust

Mentor & Mentee responsibilities

- *Provide all pertinent contact information*
- *Be prompt for all meetings*
- *Return calls/texts/emails promptly*