2020 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 March 27th 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 LinkedIn 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**
  o 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**
  o Obtain mentor’s resume or LinkedIn profile. Identify key steps in their career that are valuable to you
  o Ask yourself what skill do you need to learn and improve
  o What do you want to change about work style
  o What professional networks are important

• **Be an Active Listener**
  o Be careful not to interrupt when mentor is speaking
  o Take notes when appropriate
  o Be open to suggestions

• **Respect**
  o Express your appreciation for the assistance you receive
  o Make positive or neutral comments about mentor to others
  o Respect their confidence and trust

**Mentor & Mentee responsibilities**
• **Provide all pertinent contact information**
• **Be prompt for all meetings**
• **Return calls/texts/emails promptly**

**Calendar of events**
March 20 - Applications due
March 27 - Meet & Match morning program
April 15 - Evening Connector – Welcome to 2020 and Congrats to 2018/19
Sept (exact date tbd) – Interactive Exploration session