



Central Iowa

MENTORSHIP PROGRAM



PROGRAM OVERVIEW

The SHRM Central Iowa Mentorship Program is designed for Human Resource professionals to gain experience and/or provide insight into a Human Resource area of interest. Acting as a teacher, friend and guide to the real world, mentors have the opportunity to encourage and advise individuals by sharing their own experiences and knowledge in the Human Resources profession. Mentees have the opportunity to step outside their comfort zone and grow as a professional by gaining new knowledge from someone who may have experiences to draw from or Individuals participating in the program will have the opportunity to build their professional network, expand HR competencies, plan for a career transition, and increase HR knowledge in a mentor/mentee relationship.

MENTOR

A mentor is typically an experienced person who facilitates the development of another by sharing resources, expertise, values, skills, perspectives, attitudes and proficiencies. Mentoring provides the opportunity for the experienced party to further enhance his/her knowledge by continuously reassessing and building upon the area. This relationship is based on accountability to one another, respectful and confidential communication, and the free sharing of thoughts, opinions, ideas, experiences, techniques and learning.

Expectations

- Have a need and strong desire for mentoring that will contribute to a development goal(s)
- Proactively build and sustain rapport and relationships
- Demonstrate commitment to enhancing their professional development by actively participating in the mentoring relationship
- Be receptive as the mentee owns and leads their mentoring relationship with their mentor
- Be available for scheduled meetings/touch bases with their mentor through the program
- Prepare for mutual value added mentor-mentee discussions, including sharing your own expertise and experiences

- Be prepared to provide feedback to mentee for continued development
- Encourage and advise mentee

Requirements

- Must be a SHRM Central Iowa member
- Develop a Mentoring Agreement that is reasonable for both parties and includes:
 - Predetermined dates and times sessions, including length of session
 - Means of communication between sessions
 - Goal setting & establish development activities
- Complete surveys to provide feedback on the value of the program

Benefits for Mentors

- Provided opportunity to learn new skills through learning connections and interactions with mentee
- Foster open communication and dialogue across the industry
- Facilitate the exchange of knowledge and experiences between mentees and mentors
- Contribute to the professional development and create a network of high potential HR professionals
- Personal fulfillment to give something back to the HR community
- Opportunity to enhance leadership skills
- Obtain a fresh perspective on a subject
- Build new, long-lasting relationships

MENTEE

A mentee is typically an individual who is advised, trained, or counseled by a mentor. The relationship allows the learner to build skills and knowledge while attaining his/her development goals. This relationship is based on accountability to one another, respectful and confidential communication, and the free sharing of thoughts, opinions, ideas, experiences, techniques and learning.

A mentee is typically an individual who is advised, trained, or counseled by a mentor. The relationship allows the learner to build skills and knowledge while attaining his/her development goals. This relationship is based on accountability to one another, respectful and confidential communication, and the free sharing of thoughts, opinions, ideas, experiences, techniques and learning.

Expectations

- Own and lead their mentoring relationship with their mentor
- Proactively reach out to mentor to set up sessions/touch base points
- Have a need and strong desire for mentoring that will contribute to a development goal(s)
- Proactively build and sustain rapport and relationships
- Demonstrate commitment to enhancing their professional development by actively participating in the mentoring relationship
- Initiate and honor scheduled sessions with their mentor throughout the program
- Prepare for mutual value added mentor-mentee discussions
- Seek and provide feedback for continued development

Requirements

- Must be SHRM Central Iowa member
- Assist in the development of a Mentoring Agreement that is reasonable for both parties and includes:
 - Predetermined dates and times of monthly sessions, including length of session
 - Means of communication between sessions
 - Goal setting & establish development activities
- Complete surveys to provide feedback on the value of the program

Benefits for Mentees

- Provided opportunity to learn new skills through learning connections and interactions with mentor
- Foster open communication and dialogue across the industry
- Facilitate the exchange of knowledge and experiences between mentees and mentors
- Create a network of high potential HR professionals to interact and collaborate with
- Identify long-term professional development needs
- Increase self-awareness and self-discipline
- Build new long-lasting relationships

LENGTH OF PROGRAM

Mentorship is suggested to last at least 8 months. We have structured our program in a way for you to decide what works best for you and your mentor/mentee regarding time commitment. Our suggestion is to attempt to connect (see ideas of how/what below) at least once per month.

EXAMPLE STRUCTURE

This is a general overview of what a mentor/mentee partnership might look like. You are encouraged to incorporate your own goals and ideas into your own partnership.



TIME	TALKING POINTS
Meeting 1	<p>Meet and Greet</p> <ul style="list-style-type: none">• Get to know each other• Icebreaker Questions• What is your favorite part about your current job/company?• What do you enjoy doing outside of work? <p>Mentorship Program Agreement and Goals</p> <ul style="list-style-type: none">• Develop a mentoring agreement that is reasonable for both parties and includes:• Dates and times of meetings• Desired length of meetings• Desired location of meetings• Means of communication between sessions <p>Discuss mentee's career history and current position</p> <ul style="list-style-type: none">• Is this where you thought you would be at this point in your career?• Is this where you want to be at this point in your career?• What are your career/development goals for the next 5 years? 10 years? 15+ years? (if applicable)

TIME	TALKING POINTS
Meeting 2	<p>Get to Know Mentor's Role</p> <ul style="list-style-type: none"> • Discuss mentor's role • What significant impacts to the company does your role have? • Given the mentee's current role, what would be beneficial for me to know about your position/department? • Discuss areas of interest of the mentee's to further enhance knowledge
Meeting 3	<p>Current Challenges/What's Going Well</p> <ul style="list-style-type: none"> • What are the challenges you are currently facing at work? • What can you do to overcome them? • What is going well in your career?
Meeting 4	<p>Strengths/Weaknesses</p> <ul style="list-style-type: none"> • Mentee discuss biggest strengths and weaknesses and figure out ways to strengthen skills in these areas. • Talk about types of people you find most difficult to work with and discuss strategies for more effective interactions with them. • What is the biggest challenge you are facing at this time and develop ways to overcome the challenge. • Does a mentor have any stories to share on overcoming challenges of their own?
Meeting 5	<p>Development/Professional Organizations</p> <ul style="list-style-type: none"> • What professional organizations are mentee and mentor associated with and in what ways? • Based upon what you know about me, what professional organizations do you recommend I get involved in? • To what degree should or could I get involved? • Can we schedule any meetings/events to attend together?

TIME	TALKING POINTS
Last Meeting	Next Steps <ul style="list-style-type: none"> • Did you meet agreement objectives? • Biggest take away from time spent together. • How can we continue our relationship going forward? • What value can one another provide to the other going forward?

SUGGESTED ACTIVITIES

- Video Chat
- Coffee
- Lunch
- Social Hour
- SHRM Central Iowa Monthly Meeting, Event, Gathering
- Community Activity
- Send relevant articles/resources
- Read a book/article and discuss together
- Attend an educational webinar together and debrief after
- Job shadow one another

QUESTIONS? WANT MORE INFORMATION?

If you have questions about the program or are interested in getting involved or learning more, please email info@ci-shrm.org