



## **Mentorship Program**

**a Journey in Collaborative Learning**

### **Information Packet**

*ACEL proudly unveils its new Mentorship Program,  
a unique opportunity for its members to enrich their lives  
with accelerated career growth, community connection and greater life balance.*

*Thank you for embracing the spirit of success and self-discovery in mentorship.  
The Mentorship Committee appreciates your interest and support.*

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For further questions regarding the ACEL Mentorship Program, feel free to email us at  
[Mentorship@ACELeaders.org](mailto:Mentorship@ACELeaders.org).

## Program Overview

Mentorship creates the opportunity for you to work with someone already successful in his or her field to take your professional skills to the next level. This individualized educational process provides an informal exchange of ideas and respectful advice that's proven to fast-track success. Many mentoring relationships can turn into friendships that last a lifetime!

By having a Mentor, you can:

- More quickly and easily achieve your goals.
- Avoid common mistakes in career and personal pursuits.
- Make more confident choices in creating the life you want.

By being a Mentor, you can:

- Pass on your legacy of hard-earned wisdom.
- Gain valuable leadership skills in empowerment and coaching.
- Enrich your life and the greater community by guiding someone towards his or her dreams.

## Growth Areas

The ACEL program is focused on four growth areas:

- Career Guidance (securing promotions; entering new industries; starting own business; expanding clientele base; improving public speaking; learning new job skills)
- Financial Management (paying off debt; investing; saving for college, house or retirement)
- Post-Graduate Educational Goals (researching graduate schools; returning to school)
- Life Balance (improving health, fitness or personal care; improving parenting skills)

When you, the Mentee, identify your specific goals and desired areas of growth in your application, the Mentorship Committee will do its best to match you with a Mentor who has the background and experience to guide you in that direction.

## Time Commitment

A successful mentoring relationship requires a commitment of time and effort from both parties. Mentees, it's up to you to take responsibility for your goals, ask questions and keep your Mentors updated on your progress. Mentors, we ask that you set aside time in your busy schedule to provide a listening ear and coaching for your Mentees.

The ACEL Mentorship Program requires the following time commitment, at minimum:

	Phone or Email Conversation	In-Person Meetings
<b>First 6 Months:</b>	4x month	1x month
<b>Thereafter, Until Program End:</b>	4x month	1x every 2 months

## **Time Commitment (continued)**

The ACEL Mentorship Program will host three events for both Mentors and Mentees to attend:

- Welcome Launch and Orientation
- Mid-Point Social Event / Holiday Party
- Graduation Celebration

For your other in-person meetings we encourage you to:

- Meet one-on-one, perhaps over coffee or lunch, to establish rapport and focus on personal support.
- Jointly attend functions that broaden professional and/or personal horizons, such as networking events or developmental seminars.

## **Opportunities for Evaluation**

Every three months, Mentors and Mentees have the opportunity to review the mentorship program and your matched relationship in confidential surveys issued by the Mentorship Committee. This helps us to evaluate how the program suits your needs and how to develop the program for future success. Also, we want to hear about life successes from both of you!

Of course, you may contact the Mentorship Committee with questions, concerns and suggestions at any time through [Mentorship@ACELeaders.org](mailto:Mentorship@ACELeaders.org).

## **Confidence in Confidentiality**

A successful mentoring relationship is grounded in trust between Mentee and Mentor. The Mentorship Committee will hold your application, evaluations and other files under strict confidence. Any breach of confidentiality by any participant or committee member in the Mentorship Program will be grounds for dismissal from the program and, if deemed necessary, ACEL.

## **The Perfect Match**

The Mentorship Committee will make every effort to match you with the Mentor we believe is best for your growth. Here are steps towards accomplishing this goal:

- Fill out the appropriate application to be either a Mentor or Mentee. Answer questions as completely as possible so that we can understand your background, expectations, desired direction and personality.
- Submit your application online at [Mentorship@ACELeaders.org](mailto:Mentorship@ACELeaders.org).
- Interview with the Mentorship Committee. (At least two committee members will be present to better assess your needs and compatibility in a match.)
- Expect contact from the Mentorship Committee when we've found you a match.

## Program Timeline

<b>Fall /Spring</b>	Applications available through <a href="mailto:mentorship@ACELphoenix.org">mentorship@ACELphoenix.org</a> .
July / Jan.	Applications due. Interviews begin.
Aug /Feb.	Mentors and Mentees notified of their respective matches.
Sept/ Mar.	Join us for the ACEL Mentorship Welcome Party & Orientation.
Jan./ July	Join us for the ACEL Holiday Party.
June/ Jan.	Join us for the ACEL Mentorship Graduation Celebration.

## Frequently Asked Questions

### Do I have to be a member of ACEL to take part in the Mentorship Program?

Yes, for both Mentors and Mentees. Membership dues must be paid in full at the time of application and through the length of the program. There is a non-refundable mentee application fee for each Mentee applicant.

### May I be both a Mentor and Mentee at the same time?

No. While we all constantly shift roles as leaders and learners in life, we ask that you commit your time and energy to only one role at a time in the Mentorship Program.

### How does the Mentorship Committee choose the Mentor-Mentee matches?

We base the matches on the Mentee's desired areas of growth; the Mentor's ability to coach the Mentee in those areas; common personal and professional interests; complementary personalities; and geographical location.

### Why haven't you found a match for me yet?

In order to achieve a high success rate, our mentee/mentor matching process involves careful screening and interviewing of candidates to ensure that they are the right fit for one another.

### What if I don't get along with my match?

We exercise our best judgment in arranging the mentorship matches and ask that you allow at least four weeks for the mentoring relationship

to develop before you request a change.

### What if my match doesn't have time for me? What if I don't have time for my match?

Please allow at least four weeks for the mentoring relationship to develop before you request a change or withdrawal.

### What if I have to withdraw?

We realize that life often intervenes, despite our best intentions. Let your match and the Mentorship Committee know as soon as possible if you need to withdraw from the program.

### What if I feel I don't need a Mentor anymore?

If you feel you've sufficiently reached your goals and no longer need the steady support of a Mentor, immediately let your relationship manager and the Mentorship Committee know that you're ready to complete the program.

### What if I want to continue the mentoring relationship beyond the program's end?

Mentees often want to work with their Mentors for longer periods of time. If your Mentor agrees, the two of you can work together for another cycle in the program. We ask that you continue to complete the mentorship evaluation forms and maintain your ACEL membership dues throughout your mentoring relationship. Many mentoring relationships evolve into lasting friendships because of the growth that is shared, and we hope that yours will also.