

YOUNG NEGOTIATORS



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## ***2011/12 Mentoring Program Pilot Overview & Training Materials***

- What is Mentoring?
- Key Benefits to Participants
- Role of Mentor
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- General Guidelines
- Practical Tips
- Mentor's: Think About the Following
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- Signs of a Successful Relationship
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## ***What is Mentoring?***

- A developmental partnership through which one person shares knowledge, skills, information and perspective to foster the personal and professional growth of someone else.
- The pairing of a more experienced person with a lesser experienced one with the goal of having the lesser experienced person grow and develop specific skills and behavioral competencies.
- A long-term relationship aimed at helping people develop themselves and their careers.



## *Key Benefits to Participants*

### - Key Benefits to Mentor

- Share professional experiences and provide guidance
- Gain exposure to new perspectives
- Better understand generational differences
- Reflect on career path and impart knowledge

### - Key Benefit to Mentee

- Learn relevant industry practices and skills
- Discuss work-related matters with a seasoned professional
- Expand ones' network
- Receive constructive feedback and support



## ***Role of Mentor***

- Listen, give guidance, ask effective questions
- Share experiences, skills and knowledge
- Take interest in the Mentee and their development
- Help Mentee establish realistic career goals and provide guidance on how to achieve them
- Identify and suggest appropriate resources for development
- Provide feedback to Mentee
- Serve as a sounding board for ideas
- Be non-judgmental and encouraging
- Be honest



## *Role of Mentee*

- Be willing to learn and develop skills for professional growth
- Set clear goals and actively engage the Mentor
- Ask relevant questions
- Openly share ideas, goals, and/or concerns
- Be prepared to receive honest feedback
- Follow through on commitments
- Be honest
- Respect the Mentor and appreciate his/her willingness to guide you



## *General Guidelines*

- Mentor to initiate first session – at that session the parties can then establish who will organize future meetings.
- Participants should discuss their expectations/goals the first time they meet (i.e. general topics, frequency of meetings between now and Oct. 2012, and goals)
- Discussions must be held confidential
- Topics should focus on career and personal development
- Develop a relationship based upon mutual trust and respect



## *Practical Tips*

- Meet regularly (at least once every 6 weeks)
- Make it a two-way learning experience
- Openly share thoughts and ideas
- Be flexible, accessible and responsive
- Be respectful of each other's time
- Stay reminded of goals set at the first session and try to ensure that conversations are staying on course
- Build rapport with each other at the beginning to strengthen the bond and comfort level



## ***Mentor's: Think About the Following***

- What beneficial experiences can you share with your Mentee?
- Are there any specific ideas that you would like to impart?
- How should you pace the meetings?
- What can you do to make subsequent sessions more meaningful?
- How have you helped so far?
- Is the relationship staying on track with the expectations that were set at the beginning?



## ***Mentee's: Think About the Following***

- What issues you would like to discuss with your Mentor?
- How do you see he/she specifically helping?
- What are your goals with this relationship?
- What can you do to make the most of this time?
- How can you make subsequent sessions more meaningful?
- Is the relationship staying on track with the expectations that were set at the beginning?



## *Signs of a Successful Relationship*

- Mentee openly discussed career goals and sought out advice on related subjects
- Mentor asked effective questions and provided relevant advice/examples/guidance
- Relationship was two-way
- Both parties learned something new
- Both parties were exposed to differing perspectives
- Both parties expanded their contact base/industry knowledge
- Both parties enjoyed their time



## *FAQ's & Contact Info*

- This Pilot program will “officially” end in October 2012 and, depending upon the success of this Pilot the AIPN-YN may run it again.
- During this time, please feel free to contact Mariam Zarasvand and [mariam.zarasvand@shell.com](mailto:mariam.zarasvand@shell.com) with any questions/concerns that you may have.
- Please note that some parties were put into groups of 3-4 as opposed to pairs. This was to make it possible to accommodate all Mentee applicants.
- A tremendous thanks goes out to all Mentor's for volunteering their time and energy to participate!!

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