



## JPRO Chicago Mentorship Program Guidelines

Thank you for your interest in participating in JPRO Chicago's Mentorship Program! This inaugural cohort, for professionals working at Jewish organizations across Chicagoland, aims to help build connections among colleagues in a targeted way that will provide important and relevant opportunities for personal and professional career growth.

Please read on to learn more about the program expectations and best practices for how to approach the mentor/mentee relationship.

### PROGRAM EXPECTATIONS

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#### **Applications & Matching Process:**

Applications for both mentors and mentees are **due by noon on Friday, February 15**. You may apply to participate as both a mentor and mentee for this round, if you are interested in participating in both capacities. Please note that not every mentor or mentee that fills out an application may be matched for this inaugural cohort of JPRO Chicago's new Mentorship Program. Members of JPRO Chicago's Programming Committee will then review all applications and assist in making mentorship matches. Please fill out your applications fully and honestly so that the Committee can make the best, most informed pairing decisions. Applicants will be **notified of the result of their application by Friday, February 22**.

#### **Timeline & Duration of Mentorship Program:**

The official mentorship program dates are March 1 – June 30, 2019. The program will begin with a required kick-off event at the beginning of March. More information will be distributed to accepted pairs about the kick-off event.

During the 16 weeks of the program, we ask that you schedule at least 4 mentoring sessions, in addition to participating in the kick-off event. We suggest that during the kick-off, you schedule your meetings together ahead of time so that they can be calendared and planned for. The first two months will be crucial as you set the foundation of your mentor/mentee relationship.

Meetings can take place in-person, over the phone, or via video conference. You and your mentor should come to an agreement during the kick-off event about which types of meetings will work best for your schedules and learning styles. If you are meeting via phone or video conference, please reduce background noise and limit interruptions and distractions. Both parties should feel that the other is providing their undivided attention

### **Program Evaluation:**

Mentors and Mentees will be asked to complete a pre- and post-evaluation survey. These surveys are required and will be used to help us evaluate the success of this inaugural program and determine any programmatic revisions for our future mentorship cohorts.

### **Committee Check-Ins**

Members of the JPRO Chicago Programming Committee will be conducting two check-ins with both mentors and mentees during the four-month program. Once at the beginning to help evaluate fit and once towards the end of the program. If after the kick-off event and first check-in, the mentor and mentee have decided that their pairing is not a good fit, then the JPRO Chicago Programming Committee will work to try and make a new match. If a new match is not possible, then the committee will make a note to try and prioritize finding the mentee a new match for the next mentorship cohort.

## **BEST PRACTICES**

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**Establish trust and confidentiality.** For some this will be established quickly, and for others it will take a few sessions until the mentee can express some elements of vulnerability. The goal is to create the environment where the mentor models their own vulnerability, by sharing times where something did not go how they wanted, and sharing how they handled it, for better or worse.

The mentor and mentee should maintain confidentiality unless a breach of confidentiality is necessary to maintain someone's personal safety. Examples of this may include information shared regarding legal or ethical breaches, incidents of sexual harassment or assault, or incidents of self-harm, criminal negligence or intent.

**Give direct, honest feedback.** Most mentees desire clear and frequent feedback. The best mentors are transparent, authentic, and engage in direct communication. Ask the mentee what kind of feedback they want; give them the opportunity to share their preferred communication style. Most will be looking for either positive feedback or practical advice that they can apply immediately.

**Consider the format for your conversations and who will set the agenda.** Most of the time you will want the agenda to be topic driven (i.e. career goals, day to day management), but other times you may just want to check in regarding problem solving or in sharing updates. Be sure to also allow the opportunity to follow up on items from previous meetings, share feedback, and allow comfortable processing time. Attached to this is a check-in template that we suggest mentees use and send their mentors in advance of each scheduled meeting.

**The relationship can be mutually beneficial.** Do not forget that this relationship can be just as beneficial to the mentor as it is to the mentee.

**Each mentoring relationship is unique.** The direction it will take depends on the needs of the mentee and talents of the mentor.

Mentors may play several roles, including:

- **Advisor:** Sharing your story with your mentee and reflecting on what you could have done differently or what advice you wish you would have been given are important parts of the mentorship process. Sharing your knowledge or tips and tricks of the trade you have learned along the way will be extremely helpful to your mentee. In addition, modeling how you learned from life experiences is one of the most important gifts you have to offer.
- **Guide:** Listen to your mentee. Ask a lot of questions. Let them share with you their strengths, ambitions, goals, and dreams. Help guide them to set realistic expectations or encourage them to dream bigger! The best mentors do not necessarily tell their mentees what to do or give them explicit advice on how to handle an issue; they listen carefully and help guide their mentees to find the answer on their own.
- **Motivator:** It is important to provide encouragement to your mentee. Inspire your mentee to try new things, encourage your mentee to have open and honest dialogue with you and express your belief and confidence in your mentee's abilities. Offering positive feedback and praise can go a long way in boosting your mentee's confidence.
- **Resource:** Sharing resources like articles, websites, and podcasts can be really useful to your mentee. Mentors also share their knowledge, experiences, and wisdom. Ultimately the best resource you can give your mentee is human capital – introduce your mentee to your professional contacts and teach them how to properly build and nurture their network.



## **Mentor/Mentee Meeting Preparation Template**

Mentorship Meeting Review: What do I have to report since the last time we met?

- *What did I practice or do that was new or different?*
- *What actions or advice did I take? How did it go?*
- *What did I observe in a new or different way based on our last conversation?*
- *What progress have I made towards my mentorship goals?*

Mentorship Meeting Preparation

- *Topics for discussion / things I want to review with my mentor, include:*
- *What do I want my mentor to know going into our meeting?*
- *The next 2-3 weeks will be successful if...*



## JPRO Chicago Mentor/Mentee Agreement

### As a JPRO Chicago Mentee, I agree to:

1. Take ownership of the relationship – put effort and energy into getting matched with a mentor by filling out my application fully and honestly, learn about my mentor in advance, and be able to articulate how my mentor will be helpful during the mentorship period.
2. Honor my commitment to the mentorship relationship by respecting my mentor's time and effort as a volunteer by being prompt and keeping appointments. Communicate regularly and openly with my mentor.
3. At least 24 hours before my scheduled meeting, send my mentor a copy of my completed mentorship meeting template, informing him/her of my proposed agenda, expected outcomes, and any updates.
4. Complete any tasks agreed upon with my mentor. Follow up on mentor's introductions responsibly and promptly.
5. Maintain the confidentiality of my mentoring relationship and hold all sensitive information provided through my mentoring relationship in strict confidence.
6. Thank my mentor after the program has ended and send a final update.

### As a JPRO Chicago Mentor, I agree to:

1. Meet with my mentee at least four times during the four-month period for one-hour via an in-person meeting, phone call, or video conference.
2. Review my mentee's completed meeting template in advance of each meeting and come prepared for our conversation.
3. Provide guidance for my mentee and freely give my opinion concerning their questions, comments, and concerns.
4. Provide relevant resources by way of supplementary materials or introductions to my professional network.
5. Maintain the confidentiality of my mentoring relationship and hold all sensitive information provided through my mentoring relationship in strict confidence.

**Your signature affirms that you have read, understood, and consented to this agreement as well as reviewed the Mentorship Program Guidelines.**

Mentee's Signature\_\_\_\_\_

Date\_\_\_\_\_

Mentor's Signature\_\_\_\_\_

Date\_\_\_\_\_