



## NCEDA Mentorship Program Guidelines

### Objective

To establish a trusting relationship with accountability and responsibility between the mentor and mentee.

### Outline

This is a nine (9) month commitment from October 2023 – June 2024:

- **August/September:** Application Submission
- **Mid-September:** Application Review / Pairings
- **Late September:** Virtual Introductions and Orientation
  - *Set expectations and determine communication preference (email, phone, virtual, and/or in-person)*
- **October:** Kickoff Reception for Mentors/Mentees at Fall Conference
- **November – May:** Monthly Check-Ins
  - *Expectation for one-hour meetings each month (virtual or in-person)*
- **June:** Mentorship Celebration at Annual Conference

### Mentorship Program Benefits

- Encourage professional and personal development
- Increase confidence and identify career goals
- Develop deeper relationships with other industry professionals

### Mentor Characteristics

- Be available – provide your time, experience, encouragement, feedback, and advice
- Help guide your mentee to identify realistic, attainable goals
- Share your experiences
- Be an active listener – be attentive and remove potential distractions from your conversation
- Build on your mentee's strengths and give constructive feedback

### Mentor Relationship Phases

It is important to establish a clear understanding of expectations at the first meeting. Each party should come well prepared to all meetings so that the relationship can develop smoothly.

Purpose	Engagement	Growth	Completion
Establish Compatibility	Build Rapport and Trust	Build Skills	Reflection
Set Expectations	Clarify Expectations	Overcome Barriers to Growth	Build Confidence to Continue Growing
	Become Acquainted	Develop Growth Mindset	Pay it Forward
	Celebrate Milestones	Accountability	
		Constructive Feedback	