



NEW YORK WOMEN  
IN COMMUNICATIONS

## **NEW YORK WOMEN IN COMMUNICATIONS 2016-2017 MENTORING PROGRAM**

### **Guidelines for Mentees**

#### ***WHAT IS MENTORING?***

Mentoring is a powerful personal development and empowerment tool through which one person facilitates the development of another by sharing known resources, expertise, values, skills, perspectives, attitudes and proficiencies. It allows the mentee to build skills and knowledge while working toward attaining career goals. At the same time, it provides an opportunity for the mentor to further enhance his/her skills and knowledge areas through exposure to fresh perspectives.

#### ***BENEFITS OF MENTORING***

Mentoring brings value to everyone involved in its practice: mentees, mentors and in our case, New York Women in Communications, the sponsoring organization. Mentees have an opportunity to gain wisdom from an experienced professional. Mentors have an opportunity to invest in someone who can benefit from their skilled guidance. Both mentors and mentees can learn from one another. There is much potential to transform lives. NYWICI has the opportunity to share and spread this acquired learning and know-how throughout its membership.

#### ***THE MENTORING RELATIONSHIP***

Great relationships can empower great careers at all levels. Wherever you are in your career, mentoring can provide an opportunity to learn and grow, whether you are a mentor or a mentee. There needs to be a collaborative effort and joint accountability about what is being learned, and how learning can be best communicated and evaluated to create a successful learning outcome.

Development in a mentoring relationship means identifying and encouraging growth. As you move forward with your mentor, please remember to keep your professional and personal development goals at the center of your conversations and shared activities.



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## ***INDIVIDUAL AND SMALL GROUP MENTORING - ORIENTATION SCHEDULE AND PREPARATION:***

### **Live Orientation Webinar: Thursday, December 15, 2016, 12 noon to 1 p.m.**

Your hosts are Bonnie Blake and Sheryl Victor Levy, mentoring co-chairs and Melissa Weisstuch, mentoring committee member.

You will receive an invitation via email with the login information for the webinar. It is recommended that you login around 11:50 a.m. on your computer or mobile device so you see the screen and check your audio before the webinar begins at 12 noon. Remember to place your microphone on mute at the start of the meeting.

It is strongly suggested that you attend the live seminar since you will be able to participate and ask questions. If you cannot attend the live webinar due to school or work commitments, NYWICI will email the link out to all mentors and mentees.

**Preparation: Yes. There is homework.** Please prepare a short list of what you believe are your greatest strengths and weaknesses as you begin your career or are developing your career growth. Please review your goals from your application and update any information. Please share a few sentences about yourself and any personal interests if you'd like. Share your resume or LinkedIn profile. **Please email this information to your mentor by December 21, 2016** so she can have an opportunity to review before January 3, 2017.

## ***MENTORING RELATIONSHIP SEASON: JANUARY 3, 2017 - MAY 31, 2017***

You will have an opportunity to meet with your mentor at least twice during the mentoring relationship season. Each mentoring session is one hour.

**Individual one-on-one mentoring** can be scheduled in person, online, on the phone, or via Skype. Your mentor will provide you with dates and times that are most convenient. You should determine a schedule that makes sense for you both.

**Each small mentoring group** will have an opportunity to meet at a location of its choice or in the Kellen offices, 355 Lexington Avenue, 15<sup>th</sup> floor (by appointment). If a mentee cannot attend in person (such as attending school outside the city, etc) there will be an opportunity to call into the small group mentoring session.



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During the course of the year, we hope to facilitate a mentoring program gathering, which you will be encouraged to attend together. It would also be beneficial for you to arrange to meet your mentor at other, regularly scheduled NYWICI events or industry programs outside of the organization.

### **WORKING WITH YOUR MENTOR:**

- Communicate consistently with your mentor. Encourage the importance of maintaining the schedule you agree to. Communicate immediately if there is a change in the schedule.
- You may choose to have a working agenda for the topics during your meetings, phone calls or emails.
- Please remember that the relationship between you and your mentor is professional and that communications should remain confidential.
- Please use your discretion regarding sharing personal contact information with your mentor.
- **Ask for advice and welcome constructive criticism.** Oftentimes people are hesitant to offer advice when they do not know you very well. Be as specific as possible when asking for advice. A good mentor will offer both constructive criticism and suggestions for your work, so be open to both.
- **Be considerate of your mentor's time.** Mentors are by definition more established in their careers. This means that they have more demands on their time than time available to deal with them. However, they have chosen to participate in this program and to be your mentor. You can expect quality time from them, but, in return, you need to be considerate. Return e-mails promptly and be on time if you schedule in-person meetings. If you have agreed to meet at a specific date and time, or have planned to attend a particular organization event, and find that you can't attend, be sure to let your mentor know with plenty of notice.
- **Listen to what your mentor has to say.** Mentors, having been there, have valuable insight into what you may face in your future career. You will discover that your mentor's information is beneficial for the present and in the future. Absorb the advice your mentor has to offer on all aspects of your career.



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- **Seriously consider the advice given to you by your mentor, even if your immediate reaction is not positive.** A mentor seldom offers advice or criticism lightly. They've been in your shoes. It's very reasonable to ask for time to consider their advice and then get back to them with your response. While you certainly don't have to follow their advice, remember that they do have experience and skills that you haven't mastered yet. A mentor has your best interest in mind. She is there to champion you.
- **Show appreciation for the time and assistance given to you by your mentor.** Mentors need encouragement too, and constructive feedback will help your mentor guide you in the most effective way. Let them know how their advice worked in your situation.
- **Make only positive or neutral comments about your mentor to others.** If, after a period of time, you don't believe that either you or your mentor are able to participate in an effective mentoring relationship, then don't be averse to discussing this with your mentor and possibly ending the relationship. If this occurs, New York Women in Communications can assist in placing you in a relationship with a different mentor who may be a better match. If the relationship does end, if at all possible, try to end it on professional terms. It is no reflection on either of you if a particular pair isn't suitable.
- **Keep the door open with your mentor.** You never know when you may need her advice or assistance at some point in the future. And later, when the formal mentoring relationship is no longer active, consider staying in touch to provide "progress" reports. You never know when a situation will come up in which you could use some good advice.



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## **POINTERS FOR MENTEES**

### **Watch for role models.**

- Always be observing others. Ask yourself, "Will their style work for me? Do I want to do this?"
- Ask your mentor how she has handled certain situations in her career and if appropriate, use her responses as a guide if you are faced with similar issues.

### **Be willing to depart from your comfort zone and be open to learning new things.**

- Recognize that bringing out different behaviors leads to greater self-discovery and understanding of what works for various people.

### **Be open to getting feedback from your mentor.**

- Feedback helps us learn and grow. Do not be afraid to initiate conversations that will give you this much needed information.

### **Make the most of your mentoring time together.**

- Ask yourself key questions before each interaction in preparation:
- "What are my goals at school or work?"
- "What have I learned from a recent situation?"
- "What situations are coming up that might be challenging and why?"
- "What good/interesting news do I have to share?"
- Listen actively. Take notes.

### **Share career-related information with your mentor.**

- Share interesting articles, sites and books you're reading with your mentor. Be sure to make your mentor aware if you are involved in a new technology or industry news you think would be of interest. Let your mentor know of industry functions you might want plan to attend together.



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### ***BRINGING THE RELATIONSHIP TO A CLOSE***

- Your role as a mentee is voluntary. The New York Women in Communications Mentoring Program is a yearly program. Your mentor/mentee relationship is scheduled to come to an end on May 31, 2017.
- If the mentorship is ending, bring it to closure. Thank your mentor for the chance to participate. Perhaps discuss with your mentor what you have gained.

If for any reason you feel you need to discuss your mentoring relationship or the mentoring program, please contact us Bonnie Blake ([bon@bonnieblake.com](mailto:bon@bonnieblake.com)) or Sheryl Victor Levy ([Sheryl@savvystrategy.com](mailto:Sheryl@savvystrategy.com)). We are here to help enhance your mentor-mentee relationship experience.