



**“Keys to Your Future –
Sisters Guiding Sisters”
Mentoring Program Orientation**



Orientation Objectives

By the end of this orientation, you should better understand:

- The Omega Delta Phi Alumni Mentoring Program
- The roles of the **mentor** and **mentee**
- Commitments and expectations of the program
- Personal objectives for **mentors** and **mentees**
- Next steps



ODP Alumni Mentoring Program

The purpose of the ODP Mentoring program for mentees is...

- To provide an effective and confidential support system
- To provide career development insight from a mentor with proven industry abilities
- To gain the opportunity to discuss career-related issues with an experienced mentor
- To provide enhanced professional visibility

The purpose of the AD Mentoring program for mentors is...

- To provide an opportunity for the mentor to reflect on their own skills and experiences
- To expose the mentor to new ideas by dialoguing with the mentee
- To provide personal satisfaction in teaching and sharing information with the mentee

Expectations for Mentees...

- Should have a desire to have a mentor and must be committed to making the relationship successful
- Will be responsible for seeking assistance from your mentor, setting milestones and agreeing on meeting schedules with your mentor
- Be clear about what you want to get out of the mentoring relationship
- Incorporate your mentoring goals into your future career plan
- **Critical Characteristics:**
 - Willingness to listen and consider other views
 - Ambition and desire to succeed
 - Able to pursue developmental feedback
 - Respect for mentor's knowledge
 - Perseverance

Mentee Role

- **Take the lead in scheduling meetings** and identifying topics on which you desire the mentor's input; you are responsible for ensuring that the relationship results in the guidance you need
- Candidly share feedback you've received and your development plan
Be open and receptive to feedback and suggestions from your mentor
- Be willing to try different behaviors and approaches suggested by your mentor, even if they are uncomfortable at times

Mentees should take a proactive role in the mentoring relationship

Expectations for Mentors...

- Have a knowledge and understanding of the field the mentee is interested in learning about and be willing to share your own relevant experience
- Show a sincere interest in your mentee's career growth
- Assist your mentee in creating a solid career development plan
- **Critical Characteristics:**
 - Active listener
 - Time and energy to devote to your mentoring partnership
 - Demonstrated effective coaching and networking skills
 - Non judgmental
 - Confidential



Mentors Role

Be a “Sounding Board”

- Listen, reflect and advise without judgment or criticism
- Observe behavior and offer positive and constructive feedback
- Engage in active listening

Provide perspective

- Give background/context
- Re-frame experiences



Provide information

- Advice on getting into desired field, current trends

Challenge and confront

- Take your insights and phrase them as questions

Encourage

- Draw from your own experiences

Commitments and Expectations

12 month time commitment to start

Suggested meeting considerations:

- Meet for a minimum 3 hours per semester
- Mentee – have a prepared agenda of topics to discuss with your mentor prior to your meeting
- Recap after your meeting to insure that objectives are understood and whether follow up is necessary
- Mentor/mentee can establish a meeting schedule that works best for each

Progress checks:

- 3 months
- 6 months
- Final 12 month



Suggested Meeting Topics...

- Career choices
- Managing relationships
- Appropriately navigating your way through the career of choice
- Strategic thinking and planning
- Networking contacts
- Technical and/or functional job skills
- Soft skills (time management, effective communication, positive attitude, etc.)
- Leveraging the internship experience

The First Meeting...

- Understand each other's expectations
- Understand each other's role and background
- Agree on meeting schedule and logistics
- Review contact information and preferred method of communication
- Schedule and discuss agenda for next meeting

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”
John C. Crosby

Thank You!

Please reach out to the ODP Alumni Mentorship Committee with your questions, comments or concerns.

ODPAAMentor@gmail.com

Congratulations and good luck with your mentoring relationship!

