

MENTOR WELCOME 2014

Welcome to Mentorship Works!

As you know, the goal of a mentor is to want to become an influential individual, not just to a young adult, but also to an adult who may be of similar or of older age. The goal of being a mentor is to treat this like a journey between two individuals sharing the same passion, skills and learning from one another, while one professional mentors another professional the lessons of growth to success by thoroughly understanding sharing with one another each other's experiences that can be studied and resolved and looked at as either case studies and lessons that can result in stories of entrepreneurial success. Whether the mentor has taught before, or has taken on a leadership role in an organization, or served as a coach, or even acted as a delegate who has made a positive difference in the lives of others (in the community or within an organization). A mentor is someone who has worn many hats and has shared that one passion as a leader who has succeeded in acting as a delegator; a role model, an advocate, etc.

Mentors understand the need to assume a number of different roles during the course of a mentoring relationship, but successful mentors also share the same basic qualities:

- Has a sincere desire to be involved with a young or even an older person.
- Has respect for people.
- Is an active listener.
- Knows how to empathize.
- Understands how to see solutions and identify opportunities.
- Is flexible and open.

As the mentor, you and your mentee begin your relationship; exploring values, interests and goals, you will find yourself making a difference and having a positive effect on their life. What you may also be surprised to see is that you will be learning more about yourself, too. Mentoring doesn't just affect the person. Mentoring is a shared opportunity for learning and growth. Many mentors say that the rewards they gain are as substantial as those for their mentees. Being a mentor enables them to:

- Help the mentee achieve personal growth, and help them learn more about themselves.
- Help them improve their self-esteem and allow them to feel they are making a difference.
- Help them see that they are gaining a better understanding of other cultures and help them develop a greater appreciation for diversity.

- Help them feel more productive and have a better attitude at work, if they don't already.
- If the mentee is an older person, help them enhance their relationships with their others (of same age, younger or older, or even related).

Good mentors are willing to take time to get to know their mentees, to learn new things that are important to the young person, and even to be changed by their relationship. Accept the challenges and rewards of mentoring a young person and experience the benefits that will last each of you a lifetime.

MENTEE ASSIGNMENT

You have been assigned _____ as a mentee who will partner with you along the way. Your manager, the Board member who has signed as your witness in your Memorandum of Understanding (MOU), is aware of your selection, and you are now required to schedule your **Orientation Session** on _____, and list your first hour session, and any follow-up sessions thereafter as agreed.

First month's and the following months' sessions

Date	Time	Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The mentoring program is certain to be a rewarding and growing experience. Most importantly, it will help you build your capability as a leader of our organization, Mentorship Works.

FOR MORE INFORMATION

If you have any questions, please contact us at mentorshipworks@gmail.com or you may contact your Board member manager.

GUIDELINES FOR A SUCCESSFUL MENTORING RELATIONSHIP

These guidelines are provided to mentors to ensure that the mentoring relationship begins with the mentor understanding the success factors of a good relationship!

Make Monthly Meetings the Minimum

- **Ensure regular meetings with your mentee:** Now that you've made a commitment to maintain regular discussions with your mentee, ensure that they do not fall of the radar. Prioritize around other commitments to ensure that upcoming meetings are scheduled and that they occur as planned. If they need to be rescheduled, communicate them.
- **Schedule time to prepare appropriately for upcoming discussions:** As a mentor, it is all too easy to let day-to-day job demands crowd out time for thoughtful discussion preparation. Set aside time in your schedule to plan logistical and discussion details for upcoming meetings with your mentee.
- **Manage discussions with your mentee effectively:** Strive to ensure that each discussion with your mentee advances the shared goals established early in the relationship, and that both of you consider the time to be well-spent.
- **Set clear the next steps to maintain regular discussions:** As with any effective meeting, establish clear next steps for both mentor and mentee at the close of all discussions. Use these to drive two-way momentum in the relationship from month to month.
- **Follow-up on commitments:** Meet or exceed your own deadlines for follow-up commitments and hold your mentee to his or her commitments as well. When follow-up poses a challenge for either yourself or your mentee, use the opportunity to solve the problem together.

Energize and Enrich Your Relationship through Engagement

- **Note upcoming "life events" for your mentee:** When is your mentee's birthday? Any special occasion coming up? How is the personal goal coming along? Understanding the "year in the life" of your mentee will go a long way to help plan for upcoming discussions and determine how you can support your mentee beyond the immediacy of their job and the organization.

- **Seek informal opportunities to build the relationship:** While regular formal discussions with your mentee are important for relationship building, information interaction such as outside trail hikes, hangouts over coffee, etc. These can help bring depth to the relationship and solidify two-way commitment and build reliability and confidence.
- **Over deliver on expectations:** Just as with most fulfilling relationships in your personal and professional life, the other party has consistently over delivered on what you might have expected or needed. Going the extra mile, doing supplemental homework, or making an extra call will likely delight and surprise your mentee, deepen your trust within your relationship and develop that relationship even more quickly.



MEMORANDUM OF UNDERSTANDING MENTORSHIP WORKS

2014

This Agreement is made this _____ day of _____, 2014 with an Effective Date set out in this Agreement between:

_____, (herein called "Mentor") with offices located at _____,
and

_____, (herein called "Mentee") with address located at _____,
(hereinafter referred to as a "Party" or collectively referred to as the "Parties").

Article 1 - Description of Agreement

This Agreement witnesses that in consideration of the mutual covenants contained herein the Mentor and Mentee agree as follows:

1. Mentor and Mentee will support each other throughout this mutual agreement and memorandum of understanding while involved and committed with Mentorship Works.
2. Mentor will dedicate at least one hour a month of mentoring Mentee unless more time has been arranged and agreed upon.
3. The goal of being a Mentor is to treat this like a journey between two individuals sharing the same passion, skills and learning from one another.
4. Whether the Mentor has taught before, or has taken on a leadership role in an organization, or served as a coach, or even acted as a delegate who has made a positive difference in the lives of others (in the community or within an organization).
5. A Mentor is someone who has worn many hats and will share with Mentee those passions as a leader who has succeeded in acting as a delegator; a role model, an advocate, etc.
6. Mentee must understand that a mentor provides one perspective, and cannot expect the information that the mentor provides to meet all their expectations and/or experience desired.
7. Mentor and Mentee will establish relationship; explore values, interests and goals, until they find each other making a difference and establish a positive effect in each

other's lives.

8. Mentor will agree to help the mentee achieve personal growth, and help them learn more about themselves.
9. Mentor will help Mentee feel more productive and have a better attitude at work, if they don't already.

Article 2 – Confidential Information

1. All information communicated by one party to the other within the framework of this Agreement and which is indicated to be confidential or proprietary, shall be used only for the purposes of this Agreement and shall be kept in strict confidence. The parties shall not disclose or authorize its disclosure or communicate its collective information in any manner whatsoever to any third party without the communicating with each other of owns prior consent in each case. Jointly developed information shall not be disclosed to or used by third parties without the written consent of the other party. The obligations of this paragraph shall not apply to information: (a) which was in a party's possession without any obligation of confidentiality prior to the disclosure of the information to that party; (b) which is or later becomes a matter of public knowledge without any fault or negligence on the part of the other party; (c) which a party rightfully receives from a third party without any obligation of confidentiality; (d) which is development by a party independently of the other party and without reference to any of the confidential information of the other party. Confidential Information, if communicated in physical form, shall be marked with a legend indicating that the information is confidential. If information is not marked with such a legend or is disclosed orally, the information shall be identified as confidential at the time of disclosure and the disclosing party shall promptly provide the other party with a written summary of the information disclosed and a statement that the information is confidential.
2. Each party shall take all reasonable precautions (and in any event precautions that are no less than those used to protect its own confidential information) to preserve the confidentiality of the confidential information of the other party.
3. The provisions of this Article shall survive even after termination of this Agreement has been established mutually.
4. This Agreement does not offer or grant to any party any rights or interest in any of the intellectual property of the other party.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly signees.

Mentor

Mentee

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Mentorship Works Board Member:

Mentorship Works Board Member:

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Position: _____

MENTORING AGREEMENT

Mentor Name: _____

Date: _____

Mentee Name: _____

Date: _____

Prior to your first session/discussion, please review and discuss each other’s perspective based on the questions below so you each have an understanding of one another’s needs. Once you have discussed and come to an understanding of each item, please sign and date below and return to Mentorship Works via email or you may hand-deliver to a Board member. Please be sure to keep a copy for your records.

MEETINGS

How often will we meet?	
For how long?	
When and where will we meet?	
Who will be responsible for scheduling our meetings?	
How will unplanned changes be handled? Are there any foreseen changes in professional responsibilities and/or workload in the near future? Are there any other changes anticipated?	

EXPECTATIONS

What type of assistance does the mentee need from the mentor?	
Are any topics of particular interest?	
What is the desired outcome/expectation of our partnership?	
What are the benefits for each of us?	
What are the ground rules for our discussions? (e.g., confidentiality, openness, etc.)	
What characteristics does the mentor expect from the mentee?	
What characteristics does the mentee expect from the mentor?	
Are any topics “off limits”?	
If problems arise, how will they be resolved?	
How long do we think the mentoring relationship will last (e.g., at least 6	

months)? And, how will we know when the mentoring relationship has served its purpose and “graduation” should occur?	
Any additional areas/issues we should discuss/address?	

Mentor Signature

Date

Mentee Signature

Date

WAIVER AND RELEASE OF LIABILITY MENTORSHIP WORKS

2014

1. I wish to participate in the Mentorship Works program and understand that my execution of this Waiver and Release is a prerequisite for participation in the program. I further understand that there are risks inherent in participating in this program.
2. I understand that in order to be allowed to participate in the program; I agree to assume all risks and to release and hold harmless Mentorship Works and their officers, sponsors, and volunteers (collectively the "Released Parties").
3. I intend by this Waiver and Release to release, in advance, and to waive my rights and to indemnify, defend, and hold harmless the Released Parties with respect to any cost, expense, liability or damage, including reasonable attorneys' fees and expenses related to the investigation or defense of any claims (collectively, "Damages") incurred if and to the extent that such Damages result from claims resulting from the activities or on account of any actions, negligent or otherwise, of the Released Parties. I understand and agree that this Waiver and Release is binding on my heirs, assigns, and legal representatives.
4. I understand that I am solely responsible for my health and safety, and I acknowledge that I am physically capable of participating in this program.
5. Should any portion of this Waiver and Release be judicially determined invalid, voidable, or unenforceable for any reason, such portion of this Waiver and Release shall be severable from the remaining portions herein and the invalidity, voidability, or unenforceability thereof shall not affect the validity, effect, enforceability, or interpretation of the remaining provisions of this Waiver and Release.



6. I have carefully read this Waiver and Release and fully understand its contents. I understand and consent to its terms, and authorize my participation by given signature below. I am aware that this is a RELEASE OF LIABILITY and a contract between me and Mentorship Works, and sign of my own free will.

Participant

Mentor Mentee

Signature: _____

Print Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Mentorship Works Board Member

Signature: _____

Print Name: _____

Date: _____