



FAIR DILLARD FOREVER

Mentoring Program

The Fair Dillard Forever Mentoring Program, brought to you by the Dillard University National Alumni Association, serves as a platform for young and seasoned alumni to connect and develop a personal and professional relationship that provides a two-way learning process.

By participating in this program, mentors are committing to our mentees' personal and professional growth and investing in the overall future of our Fair Dillard Alumni.

Mentees are ready to take the next steps to grow in their personal lives and careers to make their goals a reality.

A mentoring relationship is only as powerful and effective as those who are a part of it. You must follow these guidelines to get the most out of this program and your mentoring relationship.



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Program Requirements & Guidelines



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PROGRAM REQUIREMENTS:

- Mentors and mentees must join the LinkedIn Mentoring Group to increase your chances of being discovered.
- Mentors and mentees should meet for at least one hour per month by phone, video chat, email, or in person.
- Mentors will use the Initial Encounter Checklist to initiate a mentoring relationship with a mentee.
- Both mentor and mentee must confirm the relationship after the Initial call via the Mentoring Program Google Form.



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MENTEE GUIDELINES:

- Approach a mentor with a clear idea or goal that you are committed to executing.
- Research your potential mentor to understand how he/she can help you.
- Take initiative. It's your responsibility to set a schedule and know what you want.
- Ask for clarity when you're confused. Your mentor is very experienced in what may be new to you.
- Use the resources we provide to get the most out of the program and your mentoring relationship.
- If a mentor gives you homework or asks you to do something and you agreed, follow through and follow up with your experiences and results. This is the best reward for a mentor.
- This program is about networking and learning from others. Be respectful of your mentor's time.



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MENTOR GUIDELINES:

- Using the Encounter Call Sheet, get to know your potential mentee. Only agree to become a mentor for someone if you believe you can help the mentee reach their goal.
- Create trust by building a relationship. Get to know each other's interests, goals and hobbies.
- Respect your mentee as an equal.
- Let the mentee know in advance how much time you can commit to the relationship.
- Clearly layout your expectations, including any homework assignments you have for the mentee.
- Avoid falling into the "curse of knowledge." While you might have years of experience, your mentee will be relatively new to many of these things.
- Encourage your mentee to speak their mind and contribute.
- Welcome a two-way learning process. Ask and listen to suggestions your mentee makes on any challenges you might have. A different perspective can assist with new solutions.



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Meeting Checklists



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INITIAL ENCOUNTER CHECKLIST FOR MENTOR

Introduction

- Describe how this initial “discovery” call will go. Start by:
 - Explaining that this is a chance to get to know each other.
 - Let him/her know that no decisions will be made at the end of the call and that you will each have up to three days to mutually decide if you should continue your mentoring relationship or not.

Discussion Points: The Mentee’s Goal

- Ask the mentee why he/she joined the program. Be sure he/she share what he/she wants to accomplish – his/her goal – and how he/she will define success as a result of this mentoring relationship.
- Ask the mentee about any previous steps he/she has taken to reach this goal.
- Share how you can see your professional background, experiences, skills and network to help the mentee achieve the success he/she is seeking from this relationship.

Discussion Points: Mentoring Style

- Ask the mentee how he/she would prefer to be mentored. Consider discussing:
 - Preferred communication methods and style(s)
 - Professional boundaries
 - Resources the mentee will need
- Clarify your mentoring style
 - Will you only respond to questions or ask questions of your own?
 - Will you proactively provide resources or wait to be asked?



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INITIAL ENCOUNTER CHECKLIST FOR MENTOR

Discussion Points: Mentoring Style

- Explain your expectations from the mentee. Here's an example of a few expectations:
 - Expect to be challenged.
 - Expect goals and homework.
 - Expect ups and downs.
 - Expect my full support.

Discussion Points: Logistics

- Discuss the confidential nature of the relationship. Things to mention:
 - Agree on maintaining a private, safe and dedicated mentoring relationship for any confidential information that is shared. For example, a mentor could share how he/she handled a particular case to make a point to the mentee.
- Confirm that initiative and change always comes from the mentee.
- Empower the relationship. Some examples:
 - It is not my experience that will help the mentee; it is being in the relationship that will move the mentee forward.
 - We must be open and transparent.
 - We must both expect and accept our mistakes, failures and frustrations.
 - I empower the relationship by making it safe to fail, without judgement and by challenging my mentee to be more than he/she currently thinks he/she can be.



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INITIAL ENCOUNTER CHECKLIST FOR MENTOR

Discussion Points: Logistics (Continued)

- Discuss availability. Confirm meeting dates and times by phone, video-chat, or in-person. While some email correspondence between meetings is expected, fully commit to monthly appointments. Request at least a 48 hour notice of changes in schedules, or whatever works best for both of you.
- Talk about the issue of commitment. Explain that while learning and change may take time, the foremost intent of this mentoring program is to move the mentee forward towards their objectives and goals.

End of call

- Mention again that both of you will have up to three days to make a decision.
- Decide how you will communicate this to each other.
- Look over the Mentoring Agreement Form and mention anything else you might have missed earlier.
- Confirm that there are no issues with the time commitment of this program.
- Thank each other for your time.



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MENTORING MEETING CHECKLIST

- Date
- Time Start
- Time End
- Next Meeting Date & Time
- Meeting Focus
 - What you hope to focus on during this meeting
- Challenges
 - Any challenges or obstacles you are encountering
- Observations (What's Working and What's Not Working)
 - Communicating what's working is very important. It is equally important to communicate what hasn't worked
- Mentee/Mentor Next Steps
 - What have you learned that requires action? Ask yourself questions to determine the next steps you want to accomplish before the next mentoring meeting or deadline that you and your mentor decide on.

After the Meeting, don't forget to email each other with a recap of the conversation. This will help you keep track of your progress.



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Mentoring FAQs



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MENTORING FAQS

- What is the Fair Dillard Forever Mentoring Program?
 - The Fair Dillard Forever Mentoring Program is an online resource that facilitates the establishment of mentoring relationships. It is user-driven, allowing registered members of the Fair Dillard Forever LinkedIn group to find individuals whose experience and expertise match the areas in which they wish to be mentored.
- Is there a fee associated with using the Fair Dillard Forever Mentoring Program?
 - There is no charge to use this resource.
- How are mentors and mentees matched?
 - Alumni must join the Fair Dillard Forever Mentoring Program LinkedIn Group. Within the group, you will need to introduce yourself on the introduce yourself post as a mentor, mentee or both. During the enrollment process, members of the LinkedIn group will review the posts to determine their possible mentors and mentees. Once the mentor/mentee has decided on a mentor/mentee, he/she send a message to the person to request that person as his/her mentor. The mentor/mentee accepts or declines the request. If the mentor and mentee agree to match, the Mentoring Agreement Form must be completed at the beginning of each session (<https://forms.gle/ennJd8od9SuXBAXKA>).
- What should I do if I don't hear from the mentor I requested?
 - If you don't hear from the mentor within one or two weeks, we encourage you to search for other mentors who can help you.



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MENTORING FAQs

- What if the mentor isn't the right fit for my needs?
 - Sometimes, regardless of the information provided, mentors and mentees don't always fit. If this happens, we suggest you discuss your decision honestly and kindly with your mentor. Thank him/her for his/her time and then start a new mentor search.
- Where can I meet with my mentor?
 - It is up to you and your mentor to decide how, when and where you want to pursue your mentoring relationship. However, due to the COVID-19 pandemic, we request that you meet by phone or electronically (e.g. FaceTime, Google Duo, Zoom, etc.).
- What benefits do I receive from the organization if I participate as a mentor in the program?
 - All mentors are volunteers. The benefit will be to enhance the career of another Bleu Devil.
- Is it okay to decline a request?
 - Yes, but there should be a good reason to do so. We encourage you to at least have an initial conversation to explore whether the relationship would be mutually fulfilling.
- What do I have to report to the Fair Dillard Forever Mentoring Program?
 - You must complete the Mentoring Agreement Form at the beginning of each session (<https://forms.gle/ennJd8od9SuXBaxKA>). However, no additional information needs to be reported or will be tracked by the Program.



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Mentee's Pre-Encounter Meeting Checklist



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MENTEE'S PRE-ENCOUNTER MEETING CHECKLIST

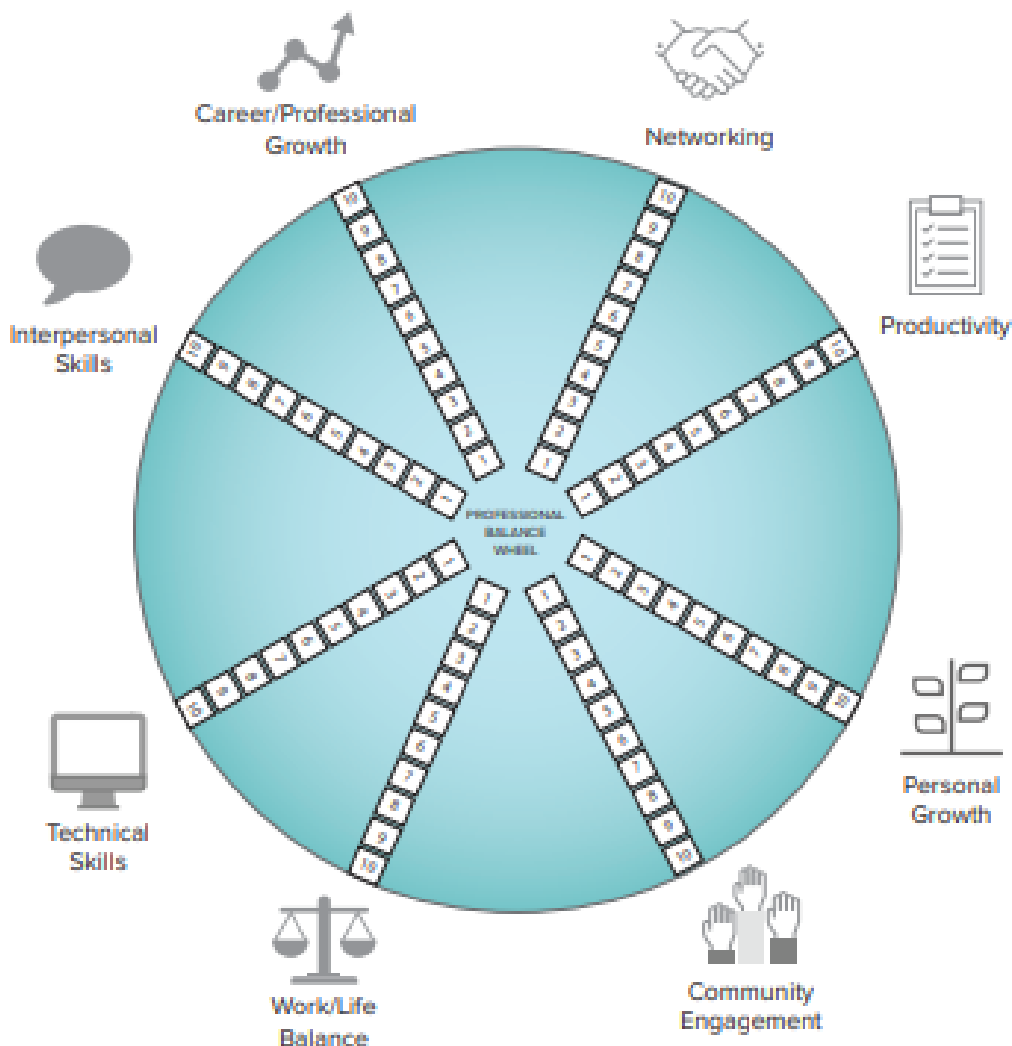
- Prior to the initial meeting with your potential mentor, please review the following pages:
 - Professional Balance Wheel
 - Mentee's Personal SWOT Analysis Checklist
 - Identify My Goals Sheet
 - Mentee's Action Plan SMART Goals Sheet

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PROFESSIONAL BALANCE WHEEL

Carefully examine each section in the circle below. Think about where you stand in your professional life, and choose a number from 1-10 for each section with 1 meaning complete dissatisfaction and 10 meaning complete satisfaction. After you have completed each section, connect all of your dots. Compare your circle to the perfect circle. The perfect circle is all 10's, but remember that perfection is not the goal; consistent improvement is. Write down your thoughts about the shape of your circle. At the end of the mentoring program, complete this exercise again to see if you notice any changes.





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MENTEE'S PERSONAL SWOT ANALYSIS CHECKLIST

- Internal Factors
 - Strengths
 - Think about what you're good at, your unique assets and resources and how your positive attributes are perceived by others.
 - Weaknesses
 - Think about improvements you need to make, any resources you lack and how these negative attributes might be perceived by others.
- External Factors
 - Opportunities
 - List doors that are currently open to you, opportunities you can capitalize on and how your strengths can create new connections
 - Threats
 - List any hazards, competitors and how known weaknesses can open the door to threats.



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IDENTIFY MY GOALS SHEET

How do I identify my career goals when I am unclear of what I want?

- It's difficult to envision your future when you don't have clear goals. You might have an idea of what you would like to accomplish, but are unsure how to get started. This is a common.
- To identify career goals, follow these steps:
 - Determine your interests.
 - Find a quiet place, take a seat, relax and begin to write down everything you find interesting.
 - Use this text to compile a list with all of your interests.
 - On a clean sheet of paper, narrow this down even further by making a specific list of interests that can help you advance in your career.
 - Ask yourself the following:
 - What do I want to accomplish?
 - Why is this important?
 - Can a mentor help me achieve this?

This process can take a few minutes, hours or days, but what's important is that you identify goals you can accomplish with the help of an mentor.



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MENTEE'S ACTION PLAN SMART GOALS SHEET

- Document your goal statement
- Document action step descriptions
- Document start date for each action step
- Document due date for each action step
- Identify and document resources required
- Document desired outcome

SMART GOAL 1

Write your goal statement here.

ACTION STEP DESCRIPTIONS	EXECUTED BY:	DATE TO BEGIN	DATE DUE	RESOURCES REQUIRED	DESIRED OUTCOME	NOTES