



**Young**

**Professionals**

**Network** **miami**

CONNECT • DEVELOP • EMPOWER

**M**ENTORSHIP **P**ROGRAM

"A Miami-Dade Chamber of Commerce Initiative"





Dear Member:

It is 2011! A brand new YPNMiami and another year is upon us. One of the benefits of your membership in The Young Professional Network of Miami is being able to enhance yourselves and your professional growth. Be grand, bold and take advantage of all the resources around you...

Our organization is unique because it allows you to grow professional through the YPN Mentorship Program. This program is designed to offer it's participants a chance to be linked and matched with local professionals and leaders within the South Florida community. Our mentor program recruits mentors who have already achieved a level of success and wishes to share their valuable life/business lessons with a younger professional eager to do the same.

To better assist you, please review the following "FAQ & FYI" and "Rules of Engagement" sections which provides response to commonly asked questions, further information and a guide on how to proceed regarding the YPN Mentorship Program. Please be advised that these sections are not an exhaustive list and should you feel that a particular section can be further enhanced (for current/future members), please feel free to contact Brandon Okpalobi, President of YPN Miami or the Miami-Dade Chamber of Commerce at 305-751-8648.

Sincerely,

Brandon Okpalobi  
YPN Miami, President

## Young Professional Network Mentoring Program FYI Form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Company \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Interested in becoming a **MENTOR** \_\_\_\_\_ or **MENTEE** \_\_\_\_\_

How much time do you expect to commit to the mentorship? \_\_\_\_\_

Do you have specific preferences in a mentor or mentee? \_\_\_\_\_

### Preferred Area(s) of Expertise for Your Mentor: (please circle all that apply)

Medical/Medical Services; Sales; Law/Legal Services; Dentist; Business Consulting; Accounting, Construction;  
Computer Science; Food Services; Politics; Hospitality and Management; Child Care; Applied Science;  
Entertainment & Promotions; Advertising; Art and Music; Real Estate; Investing; Security; Entrepreneur;  
Higher Education/Professor; Conflict Resolution; Fundraising/Grant writing; Writing; Marketing/Public Relations

What do you want out of a mentorship \_\_\_\_\_

Describe your work/school experience in any particular field \_\_\_\_\_

Please mail, fax or email the Completed Form to:

Jessica Geter

Programs & Special Events Manager

Miami-Dade Chamber of Commerce/YPN Miami

11380 NW 27th Avenue, Bldg. 1, Suite 1328

Miami, FL 33207

305.758.3839 (Fax)

[jgeter@m-dcc.org](mailto:jgeter@m-dcc.org) (Email)



## YPN MENTORSHIP PROGRAM FAQ & FYI

**Q: What is a mentor and as a YPN Mentorship participant what will they do?**

**A:** The role of the mentor varies, depending upon the level of commitment established by both the mentor and mentee. You both set the tone of the mentorship. A mentor is an individual that provides advice regarding various aspects of your life, professional or personal. Mentors are, and the types of mentoring relationships include:

- Motivated, committed to mentorship.
- An excellent communicator.
- A good listener as well as advisor.
- Professionally active and well-respected.
- Supportive and encouraging.
- Experienced in the areas of interest to the mentee.
- Teacher, trainer, coach
- Positive role model
- Developer of talent
- Opener of doors & Protector
- Sponsor

**Q: Do I Have To Have A Mentor Since I Am A Member Of The YPN?**

**A:** No. It is up to you if you would like to be matched with a mentor. In your application you listed whether you wanted to be matched to a mentor or not.

**Q: What Does the YPN Mentorship Program Do?**

**A:** The program selects mentors and attempts to match them with a mentee, based on what the expressed needs are of the mentee/mentor. The YPN Mentorship Program "facilitates" the initial one-on-one interaction between YPN members and their assigned Mentor. The program attempts to match those that can best benefit from exchange of experiences, ideas and knowledge.

**Q: How Will The YPN Mentorship Program Help With My Mentorship?**

**A:** Once the mentorship is underway, the program, if desired, can help to maintain the lines of communication by providing talking points and issues for the participants to discuss. Like any long-distance relationship, maintaining a mentoring relationship involves work, and the program can be a resource for working out difficulties and answering questions.

**Q: Who Should Initiate Contact?**

**A:** The Mentor should initiate contact. But once assigned if you do not hear from your mentor... go ahead, send an email, letter, text message or telephone them with a brief "Hello, How are you...?"

**Q: What If I Have Not Been Assigned A Mentor Yet?**

**A:** If you have not been assigned a mentor than contact the offices of the Miami-Dade Chamber of Commerce and they will start the process of matching a mentor for you.

Finding and matching an individual to a mentor sometimes is not an easy task as it requires time and energy.

So, it is best that the mentors be researched and approached accordingly as they are volunteers they must be willing to participate in the mentoring process.

**Q: Who Selects The Mentors?**

**A:** Mentors are either selected from the Miami-Dade Chamber of Commerce roaster of participating members or they are solicited at random by the Chamber from local businesses.

**Q: Do I Need A Mentor?**

**A:** We all can benefit from a mentor(s). A mentor guides and/or advises you, based on their professional and personal experiences. More likely than not they have seen and done what you have not. So they are more equipped to give you a roadmap through the pitfalls and challenges that are normal in life.

**Q: I Would Like To Make My Mentoring As Valuable As Possible What Should I Do?**

**A:** If you have not already, you should prepare a brief professional and personal biography, try to create a professional action plan, update your resume (also known as your Curriculum Vitae "CV"), and also answer the following "Self Awareness" questions and be prepared to provide honest and complete responses to your mentor.

- 1) My top 3 professional goals are:
- 2) My top 3 life goals are:
- 3) I have achieved (or I am close to achieving) these following goals:
- 4) I believe my 3 strongest attributes are:
- 5) I believe my 3 weakest attributes are:
- 6) In my life I need assistance/guidance with:
- 7) In my profession I need assistance/guidance with:
- 8) I joined the YPN because:
- 9) What I hope you gain from you is:

**Q: How Long Do Mentoring Relationship Last?**

**A:** That is entirely up to you. Many people have mentoring relationship that last decades.

**Q: What If I Do Not Like The Mentor That Is Selected For Me?**

**A:** Tact and class. You may not like or get along with your assigned mentor for one reason or another. That is not uncommon. We ask that, if that is the case you handle severing the relationship as a professional with tact and class. Sever the relationship in writing accordingly, copy and notify the YPN of the severed relationship.

**Q: Can I Have A Mentor That Is Not Part Of The Chamber's Roaster?**

**A:** Yes, but that relationship will be up to you to manage maintain and update. Should you be interested in having the Chamber contact a particular individual to participate as a mentor on your behalf, that would be handled on a case by case basis (and by special request only).

# YPN MENTORSHIP PROGRAM

*A Chamber of Commerce Initiative*

## **RULES OF ENGAGEMENT: Mentor & Mentee**

- What are we if we are not products of our environment and what influences we have around us.
- One of the greatest things you can do is to teach and give back to those around us.
- The YPN's Mentorship Program was designed to address what young urban professionals often complain about not having. An individual who cares about their individual professional growth. Someone that has been there and done that - navigated the obstacle of professional growth and is now committed to help a young professional with their professional growth.
- Being a mentor is not about how much you make, but rather what wisdom you can give.

### **Mentorship, Generally Speaking:**

YPN Mentors are volunteers and may be limited to how they mentor and when. Therefore it is best if both mentor/mentee be creative in how they communicate. Mentors can answer questions and provide guidance in person, by telephone conference, email, text, blogging or whatever medium works best for the communication of ideas. Generally speaking, the mentorship just may be about gaining the following from your Mentor:

1. Answers regarding professional, social and personal growth;
2. Suggest professional groups for you to join as an affiliate;
3. Help you select a professional paths that suit our goals (should you not be clear);
4. Offer tips on getting professional opportunities & finding jobs in relevant field;
5. If and when appropriate, provide expert feedback on résumés, career strategy, and networking opportunities.

### **Suggested Protocols:**

1. The first few meetings should be initiated by the mentee, and scheduled as far in advance as possible to avoid conflicts. The mentor and the mentee should develop their own protocol for rescheduling meetings that are unavoidably postponed.

2. Trust is the foundation of every successful mentoring relationship. As with any personal relationship, it takes time to build trust. Trust is built through open and honest sharing of troubles, successes and life experiences. The mentoring relationship is perpetuated by honoring that trust and keeping the shared information confidential.
3. Come to the meetings prepared. The mentee should spend time before the meeting to consider questions he or she may have for the mentor. The mentor may also prepare for topics to be discussed.
4. Set realistic goals to accomplish. What do you hope to achieve or learn? Track progress at each meeting.
5. Stay in touch between meetings using the telephone and email.
6. The mentee should refrain from disclosing to the mentor any professional confidences or trade secrets of the mentee's clients or employment to which the duty of confidentiality applies, as set forth in appropriate Rules of Professional Conduct, Company Protocol or Employment Handbooks. Any discussions between the mentor and mentee about substantive legal problems encountered by the mentee must always be on a hypothetical basis, to the extent those discussions are private.

### **What to Expect:**

- That it takes time to build a relationship of trust and respect; give the relationship a chance to form over the course of several or more meetings.
- Communicate early to try to understand expectations of both mentor and mentee
- Mentoring is not simply designed to be a substitute for professional continuing education or to provide job hunting opportunities or client referrals, but rather it is to foster the highest ideals of the profession.
- If the mentoring is not of value to either the mentor or mentee, take the initiative to discuss it. Better to resolve the matter and end the relationship on a positive basis.
- Don't expect the mentor to have all the answers. Mentors guide from experience, and share that wisdom with the mentee. Guidance to an answer rather than giving the answer is far more beneficial.

### **Possible Activities to Build the Mentoring Relationship**

- Attend a mentor events if the opportunity arises (i.e. court should they be an attorney and attending a hearing or trial and/or seminars/speeches/board meetings should they be facilitating such events);
- Have lunch on a monthly basis;
- Attend a Continuing Learning Education (“CLE”) program(s) together;
- Design and present a CLE program together;
- Attend professional functions, such as an annual dinner or golf tournament;
- Tour their work environment ;
- Create an Action Plan, where your professional ideas and goals are mapped out.

### **HERE ARE SOME GOLDEN RULES:**

- 1) Always conduct yourself with a high level of personal and professional respect.
- 2) Mentors are volunteers and are there for professional guidance, developing personal relationships out of the professional realm is up to the Mentor/Mentee.
- 3) It is suggested that you keep lines of communication comfortable yet formal.
- 4) Mentors are there to assist you with your professional growth BUT they are not personal assistants.
- 5) Mentor/Mentee should share all forms of contact information.