



**BUILD**Mitchell  
*Chamber Mentoring Program*

2016-17

CHAMBER MENTORING PROGRAM

**HANDBOOK**

# **BUILD**Mitchell

*Chamber Mentoring Program*

## A MESSAGE FROM THE CHAMBER

Thank you for your interest in our Build Mitchell Mentorship Program. The Mitchell Area Chamber Young Professionals Network understands that nothing is more important to the growth of business or the community than attracting and retaining top talent.

The Build Mitchell Mentorship Program connects ambitious young professionals with seasoned, high-level business leaders to support their professional and personal development. This is the first year of this program, and we are excited to see the results of the partnerships and continue the program for many years to come. It is our goal that mentees feel more rooted in the community and that mentors feel a sense of worth and giving back to the future of Mitchell and surrounding areas.

We are pleased to present the Build Mitchell Mentoring Program Handbook for use throughout this experience. Within this handbook, you will find important dates, guidelines and both required and suggested activities. If at any point throughout the program you have questions or concerns, please do not hesitate to reach out to Rebecca Zabel at the Mitchell Area Chamber of Commerce at 996-5567.

We wish you great success and continued growth within the Mitchell Area Chamber and our community.

Sincerely,

Sonya Moller  
Chamber Director  
Mitchell Area Chamber of Commerce

# **BUILD**Mitchell

## *Chamber Mentoring Program*

### PROGRAM OVERVIEW

The Build Mitchell Mentorship Program is a cornerstone of The Network's mission of connecting with their bright future. The Network began in 2011, and the Build Mitchell Mentorship Program is the newest addition to the program.

This program connects young professionals with accomplished professionals from a broad array of commercial, nonprofit and government backgrounds. As a mentor, you will help shape a young professional's future by sharing your knowledge and providing a firsthand glimpse of life and work in the Mitchell area. At the conclusion of the program, mentors and mentees often find that the learning has been mutual and that the relationship has grown in ways not foreseen at the start.

**In order to establish a successful relationship, mentors and mentees need to be:**

- Willing to be responsible for their own growth and development.
- Receptive to giving/receiving feedback and coaching.
- Active in seeking challenging assignments and responsibility.
- Able to learn from mistakes.
- Proactive.
- Aware.
- Goal-oriented.
- Open and honest with each other.

# **BUILD**Mitchell

## *Chamber Mentoring Program*

*As a Mentor, your role will be one of Coach, Guide, Motivator and Role Model. Through the Build Mitchell Mentorship Program, you are expected to:*

## MENTOR EXPECTATIONS

- **Share Knowledge and Experiences**  
Share knowledge about specific jobs, career development, organizations, industries, and business topics. Share personal experiences that help mentees learn and grow professionally.
- **Coach and Guide Mentee**  
Provide mentees with perspective and advice. Offer suggestions and feedback based on mentee's experiences, and encourage them to explore new ways of thinking and strategizing.
- **Facilitate Networking**  
Commit to serve as a resource for your mentee. Connect your mentee with other professionals and allow them to gain different perspectives.
- **Provide a Positive Role Model**  
Serve as a role model for your mentee and teach them the importance of professionalism.
- **Maintain Respect**  
Uphold core relationship values including privacy, confidentiality, honesty and integrity.
- **Commit to the Entire Program**  
Commit to actively meet with your mentee at least four times throughout the program. Keep scheduled appointments with your mentee or reschedule if necessary. Attend mandatory events.

# **BUILD**Mitchell

## *Chamber Mentoring Program*

*As a Mentee, your role will be that of a Learner. Throughout the Build Mitchell Mentorship Program, you are expected to:*

## MENTEE EXPECTATIONS

- **Take Responsibility for your Relationship**  
Take ownership to keep your mentor relationship moving forward. Be proactive to ensure that the goals set by you and your mentor are being met. Set your meetings with your mentor in advance. Realize that having a mentor is a privilege and work hard to leverage the opportunity.
- **Be Prepared**  
Understand the mentor's background, industry and company. Ensure that goals are established, topics are identified, and questions are crafted. Be prepared to talk about current news events and how they may impact your business or career.
- **Actively Listen and Ask Questions**  
Listen to the feedback provided by your mentor. Develop questions that fuel strategic conversation and guidance.
- **Maintain Respect**  
Uphold core relationship values including privacy, confidentiality, honesty and integrity.
- **Commit to the Entire Program**  
Commit to actively meet with your mentor at least four times throughout the program. Keep scheduled appointments with your mentor or reschedule if necessary. Attend all mandatory events

## DO'S & DON'TS

### **MENTOR**

Do:

- Make efforts to keep appointments with your Mentee.
- Actively listen to questions and concerns.
- Encourage discussion.
- Approach discussions with an open mind.
- Maintain a high level of trust and professionalism.
- Respect confidentiality.

Don't:

- Hesitate to provide your Mentee with constructive feedback about opportunities for personal and professional development.
- Hesitate to contact your Mentee if you have not heard from them for a while.

### **MENTEE**

Do:

- Initiate contact with your Mentor.
- Plan an agenda for each meeting. Be focused.
- Keep appointments with your Mentor and be punctual.
- Maintain a high level of trust and professionalism.
- Respect confidentiality.
- Accept constructive feedback from your Mentor.
- Maintain consistent contact with your Mentor, even when you do not have a pressing issue to discuss.

Don't

- Neglect to contact your Mentor to set up meetings.

*If at any point throughout the program you have questions or concerns, please do not hesitate to reach out to Rebecca Zabel, Mitchell Area Chamber of Commerce, 996-5567.*

## REQUIRED ACTIVITIES

The completion of these three activities is mandatory. They help lay the foundation of the mentoring partnership.

### MANDATORY MEETINGS

**Thursday, October 27, 2016** - 4 – 6 pm – Build Mitchell Mentoring Program Kick-Off & Orientation

Location: TBD

**Thursday, February 26, 2017** - 4 – 6 pm – Mentorship Mixer

Location TBD

**Thursday, May 18, 2017** – 5:30 – 8 pm – Concluding Program Recognition

Location TBD

**Mentors/Mentees are required to meet (4) four times between October and May.**

It is the mentee's responsibility to arrange these meetings, and a list of suggested topics will be provided at the Orientation.

We recommend that one of the meetings be at a Chamber event (networking event, seminar, committee meeting, etc.) but the remainder of the meetings are at each mentor/mentee pair's discretion.

## SUGGESTED ACTIVITIES

Please review the suggested activities listed below to make the most of your mentorship experience.

- **Meet Other Professionals**  
Attend a Chamber function to network with other professionals in order to hear different perspectives on business and the region.
- **Regional Exposure**  
Attend functions that expose mentees to regional assets such as cultural events, economic development programs, or other regional social events.
- **Project-Based Learning**  
Discuss a project or issue with your mentor/mentee. Offer perspective based on professional experiences.
- **On-Site Meeting**  
Attend a business meeting with your mentor at his/her company.
- **Company Tour**  
Take a company tour with your mentor to learn about their organizational culture and work environment.
- **Professional Growth**  
Discuss professional goals, share ideas and strategies for effective practice and professional and personal development.
- **Future Planning**  
Discuss what it takes to be a successful professional, how to move up the career ladder, and how to balance work and life effectively.
- **Career Shadowing**  
Shadow your mentor at work. Learn about the mentor's industry, company role and career path.

# **BUILD**Mitchell

*Chamber Mentoring Program*

## ABOUT THE NETWORK

The Network is a Mitchell Area Chamber of Commerce program geared toward (though not exclusively for) rising business and community leaders, ages 21-40, who are committed to connecting with their peers, community, and future through networking and social events.

The Network hosts annual events including the My Biggest Break, Networking After Hours and monthly Networking lunches. The Network hopes to expand its programming in the future to bring more recognition and development opportunities to area young professionals.

**For more information on The Network, please contact:**

Rebecca Zabel  
Program Coordinator  
Mitchell Area Chamber of Commerce  
605.996.5567  
[rebecca@mitchellchamber.com](mailto:rebecca@mitchellchamber.com)  
[www.mitchellchamber.com/TheNetwork](http://www.mitchellchamber.com/TheNetwork)