



# Mentorship Program Guidance

## **The Why**

Mentoring allows people to build connections and learn from one another, providing a path to both personal and professional growth as many lessons, experiences and teachings are transferrable between different areas of our lives. Through the act of providing guidance and supporting development, people can reach their full potential, which can unlock productivity, creativity and impactful returns for themselves as well as the future of our industry. The goal of this mentorship program is to pair current college scholars planning to start their career in the industry, or existing risk professionals looking to advance their career (“mentees”), with more seasoned industry professionals (“mentors”) to help increase their knowledge, expand their network, enhance their skillsets and in some cases better prepare them for the job market.

## **The What**

The Mentorship Program is a one-on-one experience allowing a mentee to partner with the right mentor for career guidance, networking opportunities, and skill development along with other insight to the ever-vast changing risk and insurance industry.

Some mentees will be nearing graduation and preparing for entrance into the job market. Such transitions are not easy, and the guidance of a mentor can be incredibly beneficial. A mentor can assist with industry information, skill set development, networking, interview preparations and even the transition to the workforce.

Existing risk professionals who are currently employed in the risk and insurance industry often are looking for guidance. Such mentees have an opportunity to learn from various industry experts aside from their immediate supervisor to continue to grow their network and further develop their skill set, thus helping them continue to advance in their careers.

## **The Who**

### **Mentor**

Mentors are required to have qualified risk and insurance experience for at least 3 consecutive years in the industry. The following is required as a mentor:

- Be fully committed to their mentoring relationship (i.e. attentive, punctual, and prepared)
- Be respectful of their mentee at all times.
- Always use active listening; be present in the moment and ask open-ended questions.
- Provide guidance, oversight, encouragement, enthusiasm and positivity.
- Agrees to hold their mentee accountable for their goals targets throughout their time together.
- Provide feedback regarding progress, experience, and skill sets evaluated.
- Maintain confidentiality of the relationship.
- Be a sounding board and provide their mentee with opportunities to evaluate their progress.
- Offers perspective and helps their mentee identify obstacles in their path to success.
- For a mentee interacting with a mentor can be intimidating. It is important to encourage mentees to ask any type of question and assure them they can connect with their partner mentor at any time.



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## **Mentee**

As a mentee it is important to maintain frequent communication and to look for multiple opportunities and experiences that enhance learning. The interaction with a mentor can benefit a mentee in many ways, such as building a professional network with the mentor and their colleagues, learning more about the industry and finding the best career path for future success. The following is required as a mentee:

- Be fully committed to their mentoring relationship (i.e. attentive, punctual, and prepared)
- Be respectful of their mentor at all times
- Have a good understanding of how the program works and what their mentor will be able to offer
- Remember that the mentor is volunteering their time and make good use of that time
- Provide feedback to their mentor on how their guidance has impacted their professional lives
- Schedule the first meeting with their mentor
- Set the direction of the mentoring relationship (goals, priorities and meeting agendas)
- Outline a plan of action with their mentor that will be followed for the mentoring cycle
- Ask for feedback from their mentor
- Always listen carefully and be open to new ideas
- Have a willingness to learn from their mentor
- Always be honest with mentor about achievements and challenges throughout their time together



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## Structure

For the college scholar, below is a suggested guideline which can be followed on an agreed cadence (minimum of monthly).

### MENTORSHIP PROGRAM GUIDELINE FOR COLLEGE SCHOLARS

- Month 1 – Get To Know Each Other
- Month 2 – Check-In/Current Events Discussion
- Month 3 – Semester Check-In - Goals for the Upcoming Academic or Professional Year
- Month 4 – Researching Employers: What Should I Be Looking For?
- Month 5 – Resume Review and Preparing for Interviews
- Month 6 – Mock Interviews and Post-Interview Follow Ups
- Month 7 – Semester Check-In – Goals and Evaluating Job Opportunities: How Do I Decide?
- Month 8 – Industry Designations: Which One is For Me?
- Month 9 – Transitioning from Student to Industry Professional
- Month 10 – Mentorship Program Wrap-Up

A proposed framework for industry professionals is as follows (minimum of monthly).

### MENTORSHIP PROGRAM FOR RISING RISK PROFESSIONALS

- Meeting 1 – Get to know each other and establish high-level goals the mentee has.
- Meeting 2 – Dive into areas of development and growth.
  - What are the long-term goals?
  - What are the short-term goals?
  - Current weakness/strengths
  - Networking strength and opportunities
- Meeting 3 – Create plans for established topics
  - Subsequent Meetings – Continue to follow up based on established communication frequency.
- Meeting 4 (estimate 1 year) – Mentorship Program Wrap -Up

Mentoring can be done in person or virtually, depending on the situation and/or preferences.