

genYP Mentorship Program Materials

A Message from genYP

Thank you for your interest in the genYP Mentorship Program. The goal of the genYP Mentorship Program is to create professional development and personal growth opportunities for genYP members by connecting them with more experienced professionals in the Urbandale Chamber of Commerce. Mentors and mentees will move beyond referral-based networking and create mutually beneficial relationships for professional success. Reasonable safety measures in light of the COVID-19 pandemic will be practiced during any genYP mentorship program activity.

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 feedback and coaching**
- **Open and honest with each other**
- **Positive, reliable and respectful**

Within these materials, you will find a mentee application, answers to frequently asked questions about the genYP Mentorship Program, suggested activities for mentors and mentees, and tips for success throughout the year. The fee to participate is \$35. If at any time you have additional questions about the program or need additional support with the mentorship process, please contact the genYP's Professional Development Committee.

Dates to Remember:

Mentorship Program Pairing Party: Mentees and mentors meet their match on Thursday, February 18th, 2021 from 4 pm to 5 pm. This event will include both a virtual and in-person option. The in-person option will be held at in the Urbandale Chamber in the RODAN Board Room at 2830 100th St #110, Urbandale, IA 50322. genYP leadership team members will be present to answer questions about the program, and matches will be revealed at 5 p.m. Proper COVID procedures will be in place.

Mentorship Program Mid-Year Luncheon: Mentees and mentors will meet mid-year for lunch on Tuesday, June 22nd, 2021 from 11:30 a.m. to 1 p.m. The location will be announced. This will give opportunity to discuss ideas and testimonials on successful mentee-mentor relationships. Proper COVID procedures will be in place.

Program Year Finale: Mentors and mentees celebrate a successful year of learning from one another at Sample Urbandale: A Celebration of Business. Mark your calendars for November 18th from 5 pm to 8 pm. Proper COVID procedures will be in place.

Thank you for your interest in the genYP Mentorship Program. We look forward to providing this opportunity for your professional development.

Sincerely,
Shelby Mensen

2021 genYP Chair

genYP Mentorship Program Mentee Application

Name _____ Title _____

Organization _____

Address _____

Phone _____ Email Address _____

What are your career goals?

What are your hobbies and passions?

What do you hope to get out of the mentorship program?

List any preferences you have in a mentor _____

Preferred areas of expertise for your mentor (check any that apply)

___ Accounting/ Finance

___ Insurance

___ Advertising/ Marketing

___ Non-Profit

___ Entrepreneur

___ Real Estate

___ Food Service/ Hospitality

___ Retail

___ Health and Wellness

___ Sales

___ Government

___ Other: _____

Please note: genYP will take your preferences into consideration during the matching process, but cannot guarantee any or all preferences will be met.

Credit Card Information: Mentee Participation Fee - \$35.00

Card Number: _____ Ex. Date: ____ / ____

CVC: _____

Name on card: _____

Billing address: _____

I authorize the Urbandale Chamber of Commerce to charge my card \$35.00 if I am accepted into the genYP Membership Program as a mentee. I commit to being a mentee for the 2021 program year, and I understand it is my role as a mentee to be proactive in communicating with and scheduling time with my mentor. I forfeit my participation fee if I am not responsive to my mentor or if I choose to stop participating in the program before the end of the year.
(Sign & date):

Please send application to Abigail Wetzler at awetzler@urbandalechamber.com or drop the application off at the Urbandale Chamber Office at 2830 100th Street, Suite 110, Urbandale, IA 50322.

genYP Mentorship Program FAQ

Q: Do I have to be a genYP member to be a mentor or a mentee?

Mentees must be genYP members. Mentors must be members of the Urbandale Chamber of Commerce and can also be members of genYP.

Q: What is the program cost for mentees?

The cost to participate in the program as a mentee is \$35 for the year.

Q: How do I get a mentor?

Interested mentees must fill out the enclosed application and return to Abigail Wetzler at awetzler@urbandalechamber.com by Friday, January 29th, 2021. Mentor/mentee pairs will be selected by the genYP Professional Development Committee, with assistance from the mentors, and will be revealed at the Mentorship Program Pairing Party on Thursday, February 19th from 4 p.m. to 5 p.m at the Urbandale Chamber boardroom.

Q: How does the Mentorship Program work?

After mentees have been accepted in the program and matched with their mentors, it's up to the mentee to initiate contact with the mentor. Mentors and mentees are required to meet at least quarterly, but encouraged to meet monthly. Meeting times and locations are at the discretion of the mentor/mentee pair. Mentees should come prepared to each meeting with questions for their mentors and topics to discuss. Mentors and mentees are expected to be open and honest with one another while maintaining confidentiality, and they are not limited to discussing only work-related topics. Suggested meeting prompts and mentor/mentee activities are enclosed.

Q: What is the role of my mentor?

Mentors are expected to share knowledge, insights, and experiences with their mentee as it relates to their professional, and if applicable, personal growth. Mentors should be open to introducing their mentee to relevant contacts within their networks. While each Mentorship Program cycle runs for one calendar year, it is genYP's hope that the relationship formed between mentor and mentee will continue organically at the conclusion of the program.

Q: What if my mentor or mentee isn't responding?

If either party fails to uphold the quarterly meeting commitment, complaints may be brought forward to the genYP Professional Development Committee. If for some reason your mentor or mentee stops participating without notice, please contact the committee chair: Alexa Rodawig (arodawig@thepalmergroup.com).

Please note: it is the role of the mentee to be proactive in communicating with their mentor. Failure to respond to their mentor in a timely manner may result in forfeiture of the mentee participation fee and exclusion from the program.

Suggested Activities & Meeting Prompts

- Attend an Urbandale Chamber AM Exchange together. These free networking events are typically held on the last Tuesday of each month, and are a great opportunity for mentees to meet other Chamber members in the mentor's network.
- Shadow your mentor at work. Mentees can experience firsthand the daily schedule, activities and challenges of their mentor. They can take a company tour to learn about organizational culture and work environments.
- Plan your future. Where do you see yourself in a year, five years, and ten years? Take some time to do future-planning together, with the mentor providing guidance from their own experience and sharing resources that might be helpful.
- Attend an Urbandale Chamber Membership Luncheon together. Held on the third Wednesday of each month, membership luncheons are a great place to learn etiquette and networking skills from your mentor while listening to an outside speaker about a variety of relevant professional development topics.
- Work/Life Balance discussion. How does your mentor prioritize their personal and professional commitments? How do they evaluate volunteer and board service opportunities? What tools does your mentor use to ensure they're not overextending themselves?

Five Tips for a Successful Mentor/Mentee Relationship

1. Define expectations

Be clear and honest about what you want to get out of the program. Establish realistic goals for the relationship, and manage your expectations.

2. Keep communication open

Consistent communication is key to a successful relationship. Establish preferred methods of communication and frequency of contact from the beginning. Act as resources for one another.

3. Actively participate

Commit to meeting face-to-face at least quarterly, if not monthly. Keep scheduled appointments, and come prepared to meetings. Understand that the relationship should be mutually beneficial for both parties, and don't be afraid of suggestions, feedback and new ways of thinking.

4. Be reliable and consistent

Be respectful of each other's time and understand that this a commitment you've both made. The most consistent you are, the better the trust within the relationship.

5. Maintain respect and express gratitude

Respect the privacy, confidentiality, honesty and integrity of your relationship. Be supportive and considerate of the time and experiences shared together.