

UVA-FM MENTORING PROGRAM OVERVIEW



Mentoring provides guidance, training, and inspiration to individuals who would like to develop into stronger workplace professionals. Mentoring teams work together to achieve workplace goals and objectives.

- Volunteer **mentors** include exceptional frontline employees, leads, supervisors, managers, and associate directors who would like to help someone achieve their professional goals
- **Mentees** include individuals throughout FM who elect to participate as well as traditional first-year apprentices
- Minimum time expectations:
 - All new mentors attend an overview session prior to being matched with a mentee
 - Length of formal mentoring relationship is personalized based on the mentor and mentee goals with the exception of the apprentice mentoring relationship which is four years
 - A minimum of one face-to-face contact once per month for the first six months and once per quarter for the remainder of the mentor/mentee relationship

MENTOR BENEFITS

- Enhance your skills. Mentoring allows you to strengthen your coaching and leadership skills by working with individuals from different backgrounds and with different personality types
- Develop and retain talent in your organization by priming promising employees to become top-performing contributors
- Create a legacy. By becoming a mentor, you create a legacy that has a lasting impact on your mentee and your field

MENTOR QUALIFICATIONS

- Sincere desire to be personally involved with another person to help them achieve professional development goals.
- Ability to communicate openly and non-judgmentally. Strong active listener.
- Ability to establish a relationship based on equal responsibility and respect.
- Practical problem-solving skills with the ability to suggest options and alternatives.
- Able to demonstrate a clear and solid understanding of a specific topic, subject, or area that can assist the professional development of a mentee.
- Strong organizational skills and punctuality to scheduled meetings.