



NACE **Mentor Guide**

Welcome

Welcome to the NACE Mentor Program. This ongoing program is designed to help experienced members share their knowledge and less experienced members gain expertise and build their professional networks.

The success of the NACE Mentor Program depends on the participants. The relationship between mentor and mentee must be collaborative and dynamic. Good luck as you begin this new venture!

The Program: Roles and Responsibilities

This is a formal relationship in which the mentor will guide the mentee in his or her professional development.

The **mentor** will answer questions and take a personal interest in, guide, encourage, and support the mentee. The mentor agrees to meeting monthly with the mentee and will follow up as needed.

The **mentee** will set up the first meeting to discuss topics he or she would like to cover and timing for subsequent meetings. The mentee will also initiate discussion regarding professional goals with the mentor.

Both **mentor** and **mentee** will commit to the program and stay connected for at least one year.

Frequently Asked Questions

How are meetings conducted?

Mentors and mentees can meet face-to-face or virtually, but should meet for a minimum of one hour once a month. The mentee is responsible for arranging meetings, preparing the agendas, and any other pre-meeting work. This will ensure that the discussions touch on the topics that matter most to the mentees.

What happens once the official year is up?

You can continue an unofficial relationship if both parties agree, or you can search for a new mentor or mentee by reapplying through your mentor profile.

What is NACE's role?

NACE is here to facilitate the relationship, but is not directly involved in matching. Of course, if you run into problems or have an issue related to the program you would like to discuss, you should direct those to Cecelia Nader at 610.625.1010, cnader@nacweb.org.

Developing the Mentor Program: Your Input Requested!

The Mentor Program is an ongoing program, and your thoughts, ideas, and recommendations will help ensure that it is an effective networking and professional development tool.

To keep the Mentor Program moving forward as an effective networking and professional tool please forward any feedback or suggestions to Cecelia Nader at 610.625.1010 or cnader@nacweb.org.

Questions?

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