

Empowering Women

MENTORSHIP PROGRAM

Mentor Profile and Self-Assessment

A mentor is a person who leaves a living legacy behind in the form of people who have benefited from the mentor's life experiences. You don't need all the answers, possess a PhD or be the CEO of a Fortune 100 company. You should however have a genuine interest in sharing your life experience and expertise. Thank you for agreeing to give back to our industry as a mentor. It's proven that mentoring enhances leadership skills, accelerates careers and provides many additional benefits for both mentee and mentor.

FOR MENTORS:

- **Job Satisfaction** - share your knowledge and see your mentee succeed.
- **Personal Satisfaction** - seeing your mentee succeed as a result of your input is a reward in itself.
- **Leave your legacy** - know that you contributed to the success of others.
- **Improve your skills** - being a mentor requires communicating, listening and other key management skills. Practicing through mentoring helps you hone these skills.
- **Learn Something New** – You will learn from your mentee. They may have skills and knowledge that you don't possess. The relationship may stir your creative juices and give you fresh insights on your own career.
- **Leadership Development** - being a mentor helps you develop your ability to motivate and encourage others.
- **New Perspectives** - because your mentee may come from a different background, you can learn new ways of thinking.
- **Be challenged and Inspired** - 95% of mentoring participants said the experience motivated them to do their very best.
- **Advance your career** - employees who served as mentors were SIX times more likely to have been promoted. (Sun Microsystems)

FOR MENTEES:

- **Shorten your learning curve** and become more productive quickly.
- **Make Connections** - feel like you are part of the team.
- **Sounding board for ideas** - mentors can offer valuable insight into what it takes to get ahead. Giving insight on the best course of action in difficult situations.
- **Develop your knowledge and skills** – mentors help you identify the skills and expertise you need to succeed. They may teach you or advise you on where to go for the information you need.
- **Encouragement, support and help** working through specific problems, challenges or issues – at work or in your personal life.
- **Improve your communication skills** – Learn to communicate and/or communicate more effectively with people not like you, or that don't "speak the same language"
- **Advance your career** – a mentor helps you stay focused and on track in your career through advice, skills development and networking.
- **Gain insights** into best practices, new ideas, opportunities, possibilities and perspectives.

"A Mentor empowers a person to see a possible future and believe it can be obtained"
-Shawn Hitchcock



Empowering Women

MENTORSHIP PROGRAM

We appreciate you agreeing to share your experiences, develop your leadership skills and enjoy the satisfaction of giving back. Please complete the following profile and return it to Info@KJCompany.net by February 13, 2023.

Name: _____ Company: _____

Position: _____ Cell phone: _____

List three objectives that you'd like to accomplish through this Mentoring Program:

Please list the 2-3 key skills and competencies that you utilize most in your current role and that you can share with a Mentee? (use the self-assessment below as a reference):

Commitment is critical to the success of the Mentoring relationship. Are you able to commit to the time requirements (6 1-hour meetings over a 14-week timeframe) and communication with your Mentee for the duration of the program?

_____ YES _____ NO

Please provide any additional information you need or questions you have regarding mentoring and this mentorship program:

If you have questions or need additional information, please contact KJ Van at Info@KJCompany.net or 847-833-8124 or Stacey at stacey@chordmarketingservices.com or 404-822-4870.



Empowering Women

MENTORSHIP PROGRAM

The following is a self-assessment for mentors to use in highlighting skills and capabilities you can share with your mentee partner. We use these results to match the development goals of the mentee with the skills of her mentor. It is not all-inclusive, so feel free to write in additional areas that may not be listed.

Here's how it works: For each area, **score yourself 1-5** (1 means little to no experience and 5 being you are an expert) or NA (not applicable). Review your scores and circle the 2-3 skills or competencies that are your strongest. Note these on the Mentor Profile in section 2. The self-assessment is a guideline to get you thinking. Set your own priorities based on what you can contribute to the mentoring relationship.

Professional development

- Asking good questions
- Listening (listening first to understand and then speaking to be understood)
- Providing constructive criticism
- Receiving feedback and constructive criticism
- Communicating – speaking clearly with direction to others
- Written communication – writing letters and reports
- Leading others – motivating
- Leading without authority
- Managing vs. leading
- Transitioning from Team Member to Team Leader
- Visionary – able to share vision with team
- Attention to detail – ability to work carefully, methodically and safely
- Balance working with a team and working independently
- Conflict resolution – dealing with conflict and setbacks with team
- Problem solving
- Having a sense of urgency
- Negotiating
- Decision-making
- Understanding how to work through an organization (externally and internally)
- Running an effective Meeting – virtual and/or in person
- Other _____

Specific Skills

- Networking
- Software Programs – Excel, PowerPoint, adobe, etc.
- Email management
- Financial - budgeting, planning
- Effective Communication – emails, presentations, proposals
- Strategic Marketing
- Branding – maximizing your company's brand
- Utilizing social media effectively
- Presentation skills
- Effective follow up – quotes, projects, sales calls, emails
- Building trust and rapport
- Other _____



Empowering Women

MENTORSHIP PROGRAM

Business Acumen

- Understanding a P&L
- Managing a company/department budget
- Catering a presentation to your audience
- Deciphering annual reports and quarterly earnings calls
- Strategic vs. Tactical Planning and Actions
- Voice of the customer
- Understanding and utilizing market data
- Other _____

Organization

- Time Management
- Productivity – output vs input
- Anticipating issues
- Goal Setting
- Balance daily & long-term goals. (*i.e.: Maintain success of small daily goals along with the big picture*)
- Planning & Prioritizing (*i.e.: Identify tasks as most urgent vs those that can be done later*)
- Setting a daily plan every day
- Staying on task – setting & achieving reasonable milestones
- Other _____

Industry Skills

- Understanding of the industry and who does what
- The role of the Manufacturer, Distributor, Manufacturer's Rep and contractor
- Knowing your customer base
- How a distributor makes money
- How a manufacturer makes money
- How the end-user makes money (contractor, industrial, etc.)
- Finding the decision makers in an organization
- Reading and interpreting plans and specifications
- Understanding the sourcing/purchasing/operations process within an organization
- Navigating industry organizations like NAED, NEMRA, NECA, etc.
- Other _____

Personal development

- Balancing (e.g. Work and family/home or work and school etc.)
- Not being afraid to fail
- Stress Management – in a healthy way
- Resilience – bouncing back from a set-back
- Dependability and accountability
- Confidence, Self-Esteem (*your own, as well as maintaining that of others*)
- Physical fitness - healthy lifestyle
- Dressing for the occasion/event/meeting
- Emotional intelligence (*ability to handle interpersonal relationships judiciously & empathetically*)
- Camaraderie/Inclusivity (*feeling a part of/trusting your team, making others feel part of a team*)
- Building a personal brand

