



Mentoring: Power of 2

Mentor Guidelines

1. All individuals interested in becoming a mentor must complete a [Volunteer Mentor Application Form](#).
2. The Power of 2 Coordinator will facilitate matches between mentors and mentees and connect the pair via email.
3. The mentor and mentee agree how often to meet per month for three months. It is the responsibility of the mentee to initiate contact with a mentor. Each meeting should last approximately one hour and can be an in-person or a telephone meeting. The three-month commitment starts from the first mentor/mentee meeting.
4. Mentors and mentees are expected to keep all commitments to each other while participating in the program.
5. If the mentor and mentee meet for a meal or coffee, each person is expected to pay for his/her own meal.
6. At the end of three months, the mentor and mentee should submit a short report to the leadership development committee recapping the results. Please submit the [recap report](#) to office@mpimn.org.
7. A mentor can remove his/her profile from the MPI Minnesota Chapter website at any time by contacting office@mpimn.org.

Mentee Guidelines

1. Mentees can review mentor profiles on the MPI Minnesota Chapter website prior to making their selection.
2. Mentees should think about what they wish to accomplish during the program before they contact a mentor (see point 3). This should include what the mentee hopes to learn, his or her goals, idea of meeting frequency, etc.
3. A mentee initiates contact by contacting the Power of 2 Coordinator [Sue Henkel](#). If you need any help, please feel free to contact Mentor Committee Chair [Susan Bormann](#). Please download an [initial meeting worksheet](#) to help facilitate this first conversation with your potential mentor.
4. The mentor and mentee agree how often to meet per month for three months. Each meeting should last approximately one hour and can be an in-person or a telephone meeting. The three-month commitment starts from the first mentor/mentee meeting.
5. Mentors and mentees are expected to keep all commitments. Any schedule changes should be communicated within 24 hours.
6. If the mentor and mentee meet for a meal or coffee, each person is expected to pay for his/her own meal.
7. At the end of the three months, the mentor and mentee should submit a short report outlining the results achieved. Please submit the [recap report](#) to office@mpimn.org.