



MENTOR AND MENTEE PROGRAM PLAYBOOK

OVERVIEW

Purpose

The Mentor and Mentee Program matches individuals new to the industry with seasoned volunteer professionals so that they may share information, knowledge, and ideas in an open and non-threatening environment. The goal of the Program is to match learners with teachers to foster the reciprocal flow of information and advance the meetings & events profession.

MPI Indiana Chapter Mentor Information

Program information is available at <https://www.mpiweb.org/chapters/indiana/get-involved/mentor-program>

What is a Mentor?

The dictionary defines a “mentor” as “an experienced and trusted advisor.” The Program defines this as experienced industry professionals who are active in their profession and who have a desire to share their experience and knowledge to help contribute to the success of future leaders. Mentors can be planners or suppliers, so long as they have a depth of knowledge and experience that would be valuable to someone new to the profession.

Mentor supports the mentee in meeting his or her goals through questioning, providing guidance and feedback, sharing his or her own experiences, and possibly connecting the mentor with other individuals or groups who could help. As a mentor, you are able to contribute in several ways offering:

- ❖ **Goal Setting:** Mentor help mentee discover talents, interests, and help define and attain their goals.
- ❖ **Information:** Mentor shares their knowledge, experience, and wisdom.
- ❖ **Contacts:** Mentors provide valuable opportunities by facilitating career, and personal contacts.
- ❖ **Ideas:** Mentors stimulate curiosity and build confidence by presenting new idea, opportunities, and challenges.
- ❖ **Support:** Mentors encourage growth and achievement by providing an open and supportive environment.

What is a Mentee?

Mentees are often individuals early in their career, and they can also be career-changers. Anyone who is new to the profession and who has a desire to learn one-on-one from someone with a different level of experience, or even a different perspective, can be a mentee.

Coaching vs. Mentoring

“Coaching is used when there is a well-defined goal that is based on improving skills or performance.”

Mentoring is used for career planning, general guidance, setting and achieving goals or helping with problem solving.

Mentoring and Career Development

The Program provides an opportunity for mentees to explore different facets of the meetings & events industry, including career paths which they may not be aware even exist. Not everyone has to be a planner or supplier. There are now career opportunities, and even college courses and degrees designed around, event production, experiential design, event technologies such as app development and learning management systems – all of which did not exist just a few years ago. It is also an opportunity for mentors to sharpen their skills, reframe their thinking from new and different perspectives, and reinfuse themselves with energy for their chosen profession which may have faded or grown stagnate.

PUTTING IT ALL TOGETHER

Getting Started

Mentees must currently be a member in good standing of the MPI Indiana Chapter.

The Mentee drives the relationship. Mentees will select and contact the Mentor of their choice, sharing a short biography and her/his goals of a mentor relationship. If deemed a good fit, mentor and mentee will arrange their first meeting. Mentors and Mentees will establish when and how often to meet.

Interested Mentors will complete the application form [here](#) and review the [Mentor Playbook](#) for planning and guidance with meetings. Once your application has been received and reviewed, your profile will be posted below under the "Available Mentors" section.

Important Guidelines

- ❖ All discussions are for informational purposes and are confidential.
- ❖ The Mentorship Program is intended to create personal relationships and further professional development. While we encourage participants to learn about each other’s day-to-day jobs, this is not a platform for a sales pitch.”
- ❖ Any expenses incurred by Mentor or Mentee while participating in this program are the sole responsibility of the individuals involved and not MPI IN.

Electronic Guidelines

- ❖ Be respectful of communication/personality styles. Discuss and determine the guidelines for communication during the mentoring relationship.
- ❖ Avoid covering several topics in one message. Instead, while keeping frequency of emails in mind, send several messages so the receiver can respond to each topic separately.
- ❖ Begin the text of your message with the real name of the person to whom you're writing, and end the text with your real name.
- ❖ Include all or parts of a mail message to which you are replying.
- ❖ Do not use words others might find offensive, and avoid personal attacks or name calling.
- ❖ Do not participate in conversations that are not appropriate

- ❖ Do not engage in conversations that you are not comfortable with. Immediately report offensive or troubling electronic mail messages that you receive to [name and email address].
- ❖ Remember that an electronic mail message is easy to forward to others and, therefore, is not appropriate for very personal messages.

Timeframe

Mentor and Mentee will establish when and how to meet. Below is an example of first meeting plans and goals to consider.

First Meeting – Plan This First Impression Well:

- ❖ Pick a convenient a relaxed atmosphere location quiet enough to talk and without interruptions (Could take via phone if necessary)
- ❖ Plan on meeting for one full hour
- ❖ Introduce yourself and get to know each other
- ❖ Dress in business attire
- ❖ Bring business cards

Suggested Discussion Items for First Meeting:

- ❖ Share personal and professional backgrounds, look for similar experiences
- ❖ Compare and contrast what each person hopes to get out of the Mentor/Mentee relationship
- ❖ Explore what each person can contribute to the relationship
- ❖ What are your short and long terms goals?

Suggested Activities for Mentor-Mentee Pairs

- ❖ Plan activities to enhance your goals.
- ❖ Attend industry events, education, etc. together and learn on location.
- ❖ Have an online/email/phone relationship
- ❖ Visit to Mentor’s business location or meeting/event they are working on.
- ❖ Develop a shadowing opportunity for Mentee to follow Mentor for 3-4 hours.
- ❖ Setup meetings where Mentee and meet other managers, colleagues or partners to widen their contacts.

Evaluation and Mentor Completion

- ❖ After completing the Mentoring Program, each Mentor and Mentee will fill out an Evaluation form. [Click here](#) or visit Mentor and Mentee Connections page to complete the evaluation.

If Things are Not Going Well - Dealing with a Mentee-Mentor Mismatch

In rare occasions the mentoring relationship does not work out. The causes for this can be a result of bad fit, a mentor or mentee who does not actively participate in the relationship, or communication issues. In the event this happens, the best way to approach it is to first address the issue with the mentor/mentee. If this does not rectify the problem, contact VP of Membership.