

The NHRA Silicon Valley Affiliate Mentorship Program

Our mission is to develop and sustain collaborative relationships that offer information, encouragement, advice and access to networks that offer growth in business and self.

The NHRA Silicon Valley Affiliate is pleased to announce its Mentorship Program, created to develop collaborative and trusting relationships among our experienced and early career members. A solid and diverse network of area Human Resources professionals serve as the Mentors and share perspectives on their professional experience.

The Professional Development team will facilitate this program. Through an application process, we will match Mentees and Mentors based on their experience, business background, career aspiration and preferences. A solid and diverse network of area Human Resources professionals serve as the Mentors and share perspectives on their professional experience.

Key Factors for Success

A successful mentor program depends on several key factors:

- Mentors and Mentees clearly define and understand the roles and responsibilities of all participants (see Responsibilities section).
- Participants focus on action plans for development.
- There is appropriate recognition and acknowledgment of the value and benefits this program offers to both the Mentee and Mentor.
- A risk-free environment is established in support of an open and trusting relationship.

The Process

- The Mentoring program is conducted over a 6-month period of engagement. Each cohort begins with the completion of surveys to understand individual goals and pair participants effectively. Mentees are selected and matched with Mentors who possess the expertise, resources and leadership qualities necessary to best guide their success. During the 6 months, the pair identifies strategies for developing and accelerating professional and personal growth. At the end of the cycle, both Mentor and the Mentee should be empowered to grow and thrive.

Note: Information from the Mentor and Mentee surveys will be used and maintained only for the purpose of assigning Mentors and Mentees to professional relationships under the terms of the NHRA Mentor Program.

Becoming a Mentor

A Successful Mentor:

- Has the experience, skills and knowledge required by a Mentee
- Is able to listen and provide constructive feedback and coaching
- Takes responsibility for the mentoring relationship
- Is regarded as successful
- Possess strong interpersonal skills
- Understands the collaborative, reciprocal relationship

Responsibilities

As a **Mentor**, you will be asked to advise and coach your Mentee specifically on matters related to professional development, careers, networking, and industries. Mentors are committed to respect and value their relationships with Mentees. A Mentor should:

- Work with your Mentee to complete a Mentoring Agreement and an appropriate action plan aimed at accomplishing their goals.
- Provide coaching and feedback to your Mentee
- Share your knowledge about education, career paths, corporate cultures, and industries
- Describe honestly for your Mentee the steps you have taken in your career. What has been successful for you and what would you have done differently?
- Create an open and comfortable environment
- Clearly communicate your expectations of the Mentee. This is NOT about job placement
- Be available to your Mentee and communicate regularly with them. **We expect a 1-3 hour per month commitment, for at least 6 months.**
- Be an active listener to your Mentee
- Be aware of opportunities that your Mentee should explore and encourage them to explore them
- Conclude the mentoring relationship and complete the Mentoring Evaluation Form to evaluate whether goals were achieved.

Getting Started

- Once you have completed the Mentor survey, the Silicon Valley chapter engagement board members will thoughtfully match you with a Mentee
- You'll receive an invitation to the Mentorship program kickoff where you will be introduced to your Mentee
- At the kickoff, you'll have the opportunity to network with others in your cohort and you and your Mentee will have time to get to know each other
- Pick your first meeting date as a pair and let the mentoring begin!

The NHRA Mentor Program is volunteer-based. Some of the subject matter discussed as part of the NHRA Mentor Program may be beyond the scope of the Mentor and may require professional assistance. Participants agree to a no-fault conclusion of the relationship if either party feels that the intended goals of the NHRA Mentor Program are not being met.

If you are interested in becoming a Mentor, please contact Rachel.Wildman@gmail.com for the application form link.