



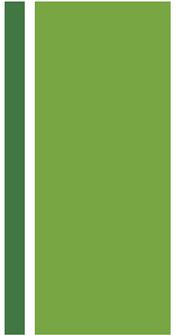
Board and Alumni Mentoring Program
2015 Mentor Orientation

WILLIAM & MARY
Public Policy





Goals of the WM Public Policy Mentoring Program



- Connect current students in the Masters in Public Policy program with alumni and Board members from our program to:
 - Provide additional support and advice to our MPPs as they search for and choose between internships and job opportunities.
 - Help MPPs identify career goals and think about various paths to those goals.
 - Provide recent alumni with an opportunity to contribute to WM Public Policy and play an important role in their mentee's professional development.
 - Strengthen ties between participants and WM Public Policy.

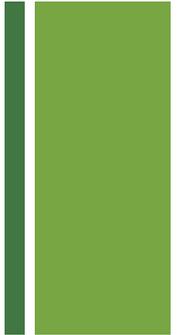


+ What does a mentor do?

- A mentor provides advice to his or her mentee, helping him or her develop professionally. Mentors take the lead in guiding the mentor-mentee relationship and generally help the mentee to identify realistic professional goals and develop a plan for achieving those goals. This usually involves:
 - Listening to the mentee and providing constructive criticism;
 - Offering general support and encouragement; and
 - Sharing professional contacts.



+ What does a mentor do, con't



- More specifically, a mentor should be willing to:
 - Review and critique a mentee's resume and cover letters;
 - Provide ideas or brainstorm about places to look for internships or jobs;
 - If you know of a particular job or contact, its great to share that with your mentee, but you are certainly not expected to find them an internship or job.
 - Offer advice on how to negotiate a job or internship offer;
 - Suggest policy areas or skills that would be useful for your mentee's career plans; and
 - Provide advice on how to deal with difficult colleagues, supervisors, or professors.

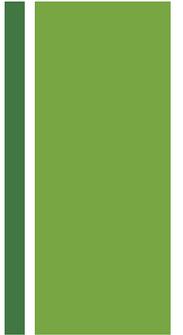


+ What makes a mentoring relationship successful?

- There is no single model for a successful mentoring relationship, as it depends on the individuals involved in the relationship. However, there are some key elements that contribute to a successful relationship:
 - Honesty between the mentor and mentee;
 - A firm commitment to the relationship both in terms of time and effort;
 - It is critical to establish this upfront.
 - Follow through on the part of both the mentor and the mentee; and
 - Adherence to any confidentiality agreements made by the mentor and the mentee.



+ What makes a good mentor?

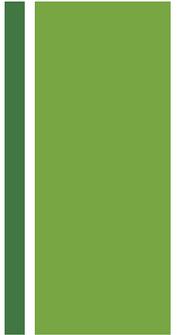


- Just as there is no single model for a successful relationship, there is no ideal mentor. However, good mentors tend to be:
 - Patient and supportive;
 - Respectful of others;
 - People oriented;
 - Confident; and
 - Respected by others in their field.





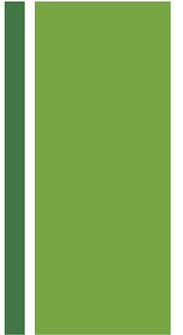
What have the mentees been told?



- That their participation is voluntary but strongly encouraged.
- That the benefits of mentoring often include:
 - More confidence in themselves and their career goals;
 - Better inter-personal skills; and
 - An expanded professional network and increased career opportunities.
- That to maximize the benefits from the relationship, they should
 - Prepare for meetings;
 - Focus on specific goals or issues;
 - Be receptive to constructive criticism; and
 - Be proactive.



+ Next Steps



- Arrange a phone call, Skype chat, or meeting with your mentee.
- Discuss how you want to organize your relationship.
 - Use the Sample Mentorship Agreement as a template or make your own.
- Formally write out the parameters of your relationship as a Mentorship agreement.
 - Sign the agreement and send a copy to the WM Public Policy office, ideally by December 4th.





Sample Mentorship Agreement

Mentor-Mentee Agreement

The following agreement is made between [Mentee's Name] and [Mentor's Name]. We are voluntarily entering into this mentoring relationship which we both want to be a productive and rewarding experience. To minimize the possibility of confusion, we have agreed to the following:

Confidentiality. All information between the Mentee and the Mentor shall be confidential and only shared with other parties if both agree.

Expectations. It is expected that the Mentor will provide professional and educational development advice and guidance, and both parties will work together to identify the Mentee's professional goals and develop a plan for achieving those goals.

Meetings. The Mentee and Mentor **will talk monthly** at a time mutually agreed upon and **will meet at least once each year in person at a time and place mutually agreed upon.**

Length of Relationship. The Mentee and Mentor agree that the professional relationship will be evaluated on the anniversary of this agreement as to the benefit of continuing the agreement. Either party has the option of discontinuing the relationship for any reason provided the terminating party notifies the other.

Additional Agreements.

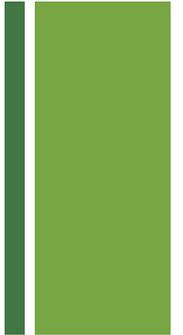
This document reflects the agreements that we enter into at this point in time. We understand that the terms of this agreement may be changed at any time and that we agree to document such changes in writing.

Mentee signature, date

Mentor signature, date



+ Spring 2016 and Beyond



- Spring 2016: Keep in touch with mentees about internship opportunities, interview techniques, negotiating terms of the internship.
- Summer 2016: Meet with mentees once or twice in person over the summer if internship location makes that feasible; otherwise touch base virtually.
- September 2016: Evaluate relationship to make sure it is still working and adjust as needed; start talking about job search strategies.
- Fall 2016 and Spring 2017: Touch base regularly to talk about job search, find out about employment opportunities, discuss interviewing and negotiating strategies.
- May 2017: Decide whether to continue the relationship post-graduate and, if yes, how you might want to rework the mentoring agreement.

