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BELONG

MENTOR

MENTORSHIP PROGRAM

Program Playbook

Updated October 2017

Introduction

The CoreNet Canada Young Leaders would like to introduce the new Mentorship Program. We are committed to nurturing the best and brightest emerging talent. Today's leading professionals are tomorrow's clients, partners, collaborators and colleagues. A successful mentorship strategy is key to this development to allow both mentors and mentees to grow.

In any field, having a professional mentor can help individuals develop and advance their careers. A strong mentoring relationship is built on collaboration and the commitment to professional development. Many strong mentoring relationships provide an opportunity for both parties to learn from each other through the development of a caring and respectful partnership.

Corporate mentoring programs have long been recognized as an essential strategy for attracting, developing, and retaining top employees. According to a survey by the American Society for Training and Development, *75% of private sector executives said that mentoring had been critical in helping them reach their current position.*

Mentorship is something that cannot be forced. A mentor/mentee relationship is one of mutual beneficial advancement allowing both members to gain from each other. This relationship must be a natural progression of admiration and selflessness. Throughout the course of the half-year program, both senior leaders, emerging leaders and students gain valuable insights into the personal and professional aspirations of other parties. The chances of a bond forming increase 8 fold when a model like this is used.

The mentorship program is one where both senior leader and emerging leader must apply. The Students will be selected from a student advisory board and paired with the appropriate emerging leader. All senior leaders will be screened and strategically chosen to bring a wide array of professional backgrounds within the corporate real estate industry. The program also provides tips and tools to offer perspective on the long and storied careers.

men · tor

/ˈmen,tôr,-ter/ noun

1. an experienced and trusted adviser.
"he was her friend and mentor until his death in 1915" synonyms: adviser, guide, guru, counselor, consultant; More: confidant(e)

men · tee

/men'tee/ noun

1. a person who is advised, trained, or counseled by a mentor.

Objectives

OBJECTIVE OF OUR MENTORS

Support and develop emerging leaders so they are ready to assume their next position with confidence and capability.

BENEFITS OF MENTORING FOR THE SENIOR LEADER

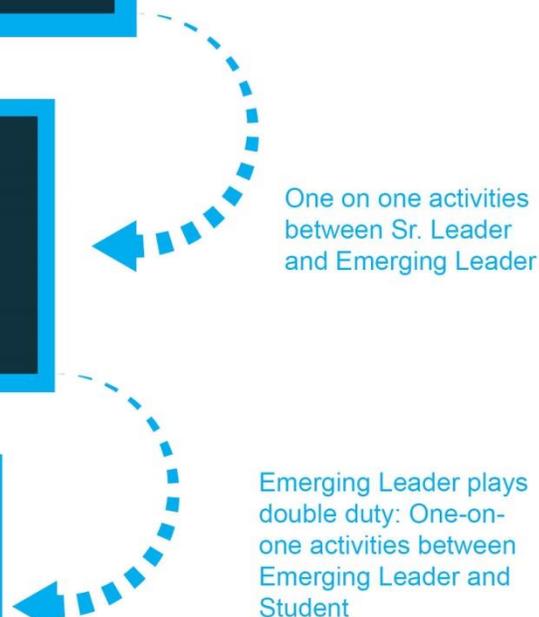
- Gain many opportunities to enhance personal networks.
- Increase awareness and understanding of the business from a different perspective. Improve abilities to coach, counsel, listen and model the way.
- Practice a more personal style of leadership.
- Demonstrate expertise and share knowledge

BENEFITS OF MENTORING FOR THE EMERGING LEADER

- Further career development as a professional.
- Gain the ability to translate values and strategies into productive actions. Develop new or different perspectives.
- Get assistance with ideas.
- Demonstrate strengths and explore their potential. Increase career networks and receive greater exposure

SKILLS OF GREAT MENTORS

- Great at asking the right questions
- Good interpersonal skills to engage in meaningful and non-judgmental conversations approachable and available
- Great listening skills (listens beyond words and can act as a sounding board) Great coaching skills
- Career development skills



Roles and Responsibilities

The success of the mentorship program is dependent on a commitment from each of the involved parties. Below is a summary of roles and responsibilities that each member is responsible for committing to:

01

SR. LEADER

- A role model in their position/area of expertise
- Committed to mentoring
- Encouraging and motivating while fostering a learning environment
- Has obtained the respect of others within the community and has and is willing to commit time to be a mentor
- Knowledge and influence
- Good interpersonal communication skills



02

EMERGING LEADER

- Gain increased respect and recognition from others in the community
- Promote communication
- Extend network to other mentors and mentees
- Help develop the CoreNet community
- Encourage creativity and set a positive example



03

STUDENT

- Meet regularly with Mentors; preferably monthly
- Show initiative and ask for feedback
- Take responsibility for growth and success
- Follow through on referrals from mentors
- Increase communication with other areas of the community
- Listen actively and manage the relationship



Suggested Timeline

Material Distribution	Committee Selections	Kickoff Social	Meeting No. 1	Meeting No. 2
February 2017	March 2017	April 2017	May 2017	June 2017
Material Distribution	Committee Selections	Kickoff Social	Activity One: Intro Onsite	Activity Two: Video Chat
Ideas				
The Mentorship Committee distributes Program Playbook and supporting materials.	The Mentorship Committee evaluates applications and makes recommendations and/or selections.	The class of 2017 and committee meet for the kick off social.	One-on-one: Senior Leader and Emerging Leader will meet for the initial introduction. Same Process for the Emerging Leader and Student to meet at the Emerging Leader's office.	Get out of your comfort zone and engage using technology and ensure face to face. Debrief on an outcome from the introduction and share. Activity two target time is 30 minutes.
Deliverables				
Package is emailed and hard copies distributed.	Confirmation/notices sent out to the attendees.			
			Engage on social media. Tell us how it went.	Share experiences or key learnings on technology with CoreNet YL on Social Media.

Meeting No. 3	Meeting No. 4	Meeting No. 5	Meeting No. 6	Meeting No. 7
July 2017	August 2017	September 2017	October 2017	November 2017
Activity Three: Eat or Drink	Activity Four: Give Back	Activity Five: Share a project	Activity Six: Be Social	Activity Seven: Make an introduction & Close out Social
Ideas				
<p>Make the effort to meet over a meal.</p> <p>At the very least a morning coffee/tea offsite or after work cocktail.</p>	<p>Enjoy an hour or afternoon or evening event where you both give back to the community.</p> <p>This is an opportunity for the Senior Leader, Emerging Leader and Student to participate together.</p>	<p>Test your skills and communicate via Blue Jeans/Join me software to share your desktop with each other and run through an important presentation, case study, school assignment and or proud moment.</p>	<p>Find a social event that appeals to both and attend.</p> <p>This can be a sporting event, a seminar, industry event, etc.</p>	<p>Agree on how you want to proceed with communication and make an introduction to someone that might help the individual.</p> <p>I.e. the Emerging Leader not only receives an introduction but also recommends the Senior Leader should reach out to the appropriate person.</p>
Deliverables				
<p>Agree on a community event to participate in. The Emerging Leader needs to lead and organize this event with both Senior Leader and Student.</p>	<p>Pick a software/medium to use and have time to learn for Activity Five</p>	<p>Agree on Social Event to participate in for Activity Six.</p>		<p>Send email confirmation for the introduction.</p> <p>Attend a CoreNet debrief and potential speaker.</p>
	<p>Share experiences on giving back via Social Media</p>		<p>Engage on Social Media</p>	