

**Professional Mentorship Program (PMP)**

**Mentee Orientation**

**Fall 2021**

**CONTACT INFORMATION / CONNECT ONLINE**

If you have questions or need advice, we are here to support you. Please do not hesitate to stop by, send us an email, or call if you have questions, suggestions, or concerns about the program. Please also contact us if you are having trouble reaching your student. We value your feedback and will be asking you to complete annual surveys. Please take the time to let us know about your experience formally/informally, or both!

***Contact Information***

Website: http://leedsmentoring.colorado.edu

General Contact: [leedsmentoring@colorado.edu](mailto:leedsmentoring@colorado.edu) 303.492.5881

Program Director: Sally Forester (Sally Forester) 303-492-3530 (TEXT TOO!)

***Connect Online***

* Mentoring Software: [http://leedsmentoring.colorado.edu](http://leedsmentoring.colorado.edu/)
* Facebook: www.facebook.com/leedsmentoring
* LinkedIn: Leeds School of Business Mentoring
* Instagram: <http://instagram.com/leedscareer>
* Twitter: <http://twitter.com/LeedsCareer>

**PROGRAM MILESTONES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | September | October | November | December |
| Attendance: | Mentees attend program orientation and mentor match is released |  | **REQUIRED- Mentees Attend the Fall Kickoff (Nov 8th)** |  |
| Mentor Meeting / System Update: |  | **First connection DUE OCTOBER 22nd**   1. Mentors and mentees review each other’s profile and schedule first 1:1 2. Check off in system | **DUE NOVEMBER 30th**  MENTORING AGREEMENT | **2nd connection DUE DECEMBER 17th**     1. Complete 1:1 with your mentor   Check off in system |
| Potential Discussion Topics: |  | * Tell me about yourself * Complete mentoring partnership agreement * create a meeting schedule * discuss personal goals * expectations for mentoring relationship | * Complete mentoring partnership agreement | * Classes for fall * Should I study abroad? * Internship search? * Interview prep? |

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| --- | --- | --- | --- | --- |
|  | February | March | April | May |
| Attendance: |  |  | **REQUIRED- Mentees Attend the Spring Celebration (TBD)** |  |
| Mentor Meeting / System Update: | **DUE FEBRUARY 18th**   1. Complete 1:1 with your mentor 2. Check off in system |  | **DUE APRIL 8th**   1. Complete 1:1 with your mentor   Check off in system |  |
| Potential Discussion Topics: | * How did you get you to where you are? * What was one class you wish you took in undergrad? | * Plan to meet up at Spring Celebration | * Set up summer communication schedule? * Share your plans for summer / ask if they have any vacations planned |  |

**Professional Email Template**

**TO:** MyMentor@companyZ.com

**FROM:** Student@colorado.edu

**SUBJECT:** Leeds PMP – (Introduction, meeting time, etc.)

Dear Mr. /Ms. \_\_\_\_,

**I. INTRODUCTION/PURPOSE**

You have been assigned to me as a mentor through the Leeds Professional Mentorship Program (PMP). My name is \_\_\_\_\_\_\_\_\_\_ and I am a sophomore/junior/senior studying \_\_\_\_\_\_ at CU. I am from \_\_\_\_\_\_ and (some other fun fact - “I enjoy playing sports,” “like you, I am a big Buffs fan,” “I enjoy traveling,” etc. USE THEIR BIO TO MAKE A CONNECTION IF POSSIBLE). I have attached my current resume for your review.

**II. NEXT STEP(S) AND FOLLOW-UP**

**A. LOCAL MENTOR**

I would like to set-up a time for us to meet in the next week or two to talk about the program. Please let me know if you would be available (date/time) or \_\_\_\_\_\_\_. If not, please let me know when would be a convenient time for you.

**B. DISTANT MENTOR**

I would like to get in touch with you in the next week or two to talk about the program. Please let me know if you would be available (date/time) or \_\_\_\_\_\_\_ for a phone or Skype/FaceTime call. If not, please let me know when would be a convenient time for you. Of course, if you are in Boulder in the future, please let me know and I would be excited to meet with you then.

**III. THANKS! AND CLOSE**

Thank you so much for volunteering for this program. I am very excited to work with you and think it will really help me to \_\_\_\_\_\_\_\_\_\_ (define my major, clarify my career goals, think critically about my career choices, etc.) I look forward to meeting (or talking) with you.

Best,

YOUR NAME

Leeds School of Business, Class of 20\_\_

EMAIL ADDRESS

PHONE CONTACT

**2020 Professional Mentorship Program  
MENTORING AGREEMENT**

**Mentee Name:   
Mentor Name:**

Exchange contact information (cell phone #’s, emails, etc)

What type of help/advice does the mentee want from the mentor?

What expectations does the mentor have of the mentee (showing up for meetings, timeframe for returning emails)?

What expectations does the mentee have of the mentor (amount of contact, topics for conversations)?

How often will you meet (program requirements are 1x per month MINIMUM)?

Where and when will you meet? For how long?

Who will be responsible for scheduling the meetings?

We have agreed that our initial meetings will focus on these three topics:

1.

2.

3.

**2020 Professional Mentorship Program  
MENTORING AGREEMENT**

**MENTEE Name  
MENTOR Name**

Write down your goal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Is it…?** | **Yes** | **No** | **Explain** |
| Specific |  |  |  |
| Measurable  *(How will I know I did it?)* |  |  |  |
| Action Steps *(How will I actually gain/build/develop these?)* |  |  |  |
| Resources Needed *(Besides the help of my mentor, I will need what?)* |  |  |  |
| Target Completion Date *(When will I be there?)* |  |  |  |

Fill in the following table to show how your goals meets the SMART criteria.

What will be your reward when you reach the goal? In other words, how will reaching the goal benefit you?

What actions do you need to take to reach your goal? For example, do you need to gather information, obtain money, learn new skills, or make special arrangements? How much time will you need to accomplish each action? When should you have completed each action?

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ESTIMATED TIME** | **DUE DATE** |
|  |  |  |
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|  |  |  |