

NC EMERGING LEADERS MENTOR/MENTEE PROGRAM

MEMBER BENEFIT PROGRAM OVERVIEW

Who can participate?

Any NC Emerging Leader may participate in the Mentor/Mentee Program.

When can I sign up and get matched?

The Mentor/Mentee Program session runs from January 6—June 30, 2027. Members of the NC Emerging Leaders Council will assign mentees and mentors.

Where does the mentoring take place?

There is **one suggested in-person meeting** during mentoring and the location is decided on by the mentor and mentee. This in-person meeting should be outside of any in-person events hosted by the NC Emerging Leaders. All other mentoring meetings can be done virtually or in-person.

How should I use this document?

This program overview is meant to be used as a guide. You don't have to follow it exactly, unless you want to.

Minimum Recommendations:

- Once matched, mentees should complete the goal-setting worksheet.
- Mentors and mentees should review the "Guidelines" documents to better understand their roles.
- Schedule a Discovery Call with your mentoring partner as soon as possible.
- Communicate at least monthly during the period January—June.
- Schedule a wrap-up meeting during Month 6.
- Expect to spend a total of approximately 10 hours over the course of the program communicating and carrying out action plans.

NCBA Antitrust Statement and in that section

One of the benefits of NCBA membership is the opportunity to have positive interactions with individuals and companies that are competitors in the normal course of business. For all NCBA-sponsored activities, we set competitive interests aside to promote the best interests of the industry as a whole. Federal and state antitrust laws aim to protect consumers by preserving the free economy and prohibiting anti-competitive business practices. When participating in any NCBA conferences, webinars, teleconferences, peer groups, mentor programs, meetings, or side discussions, you should avoid discussing competitively sensitive information with competitors. For example, discussions relating to product or service pricing, market allocations, product standardization or other conditions on trade should be considered off limits. Any discussion of such matters could be deemed to be a restraint on trade and may expose you, your employer, the NCBA, and the NCBA's members to antitrust enforcement procedures, including, but not limited to, civil and criminal enforcement actions, prison time, fines, and other penalties. NCBA events are not the time, nor the place for recruiting, or for individuals to discuss personal details of their employment, including relative terms of employment including compensation, with individuals from competitor institutions.

Suggested Structure

We recommend structuring your time together in the following way. You may use this as a guide and follow it as you see fit. **Discovery Call: Get to Know Each Other** Build your relationship and garner trust by sharing some personal information. Topics may include:

- Your background and how it has shaped you
- Your career overview or your experience in school
- Your strengths and shortcomings
- What you enjoy doing, both professionally and in your free time
- Your challenges, or what you worry about most
- Your hopes for the future
- What is most important to you in your life and career

Also, decide how you will communicate with each other during the course of your mentoring relationship. Consider the following:

- Do you have a preference for phone calls, Skype, email, or other kinds of communication?
- If you live close enough to each other or are attending any upcoming NCBA conferences, would you want to meet face-to-face? (It is okay to answer no.)
- How frequently do you expect to communicate?
- How much time do you have to spend, both communicating with your partner and on the tasks you set? (It is a good idea to set your goals accordingly.)
- Are there times during the next six months when you will be unreachable due to travel, personal plans, or work commitments?

Months 1-3:

Discuss and Set Goals and Metrics for Your Mentoring Relationship

Mentees should complete the goal-setting worksheet to share with their mentors. Use this as a starting point to discuss what you intend to work on during the program.

- Prioritize the areas of improvement you want to work on together
- List your specific concerns in those areas
- Translate those concerns into goals
- Assign a deadline for each goal
- Decide how you will know whether you have succeeded in reaching your goal(s)

Develop an Action Plan

Now that you know what you and your mentoring partner are conjointly working toward, develop a plan to take action toward those goals.

- List the tasks you will need to complete to reach your goal
- Decide who will do each task
- Assign a deadline for each task
- As you go, check to make sure that your tasks truly align with your goals

Months 4-6: Take Action

Now that you know what you want to do, and how you're going to do it, it's time to put your plans into action.

- Complete the tasks you have identified
- Ask questions
- Ask for feedback
- If something isn't working, adjust your plan
- Schedule a wrap-up meeting with your mentoring partner

Conclusion

Review what you have worked on together during your mentorship period. Ask Yourself:

- Did I reach my goal(s)?
- Did I enjoy and learn something from the experience?
- Did I change direction as a result of the experience? Did it help me make a tough decision, or feel more confident in my plans?
- Did I acknowledge and celebrate progress?

CONGRATULATIONS – YOU'VE COMPLETED THE PROGRAM!

Final Thoughts

Thank your mentor or mentee for their time. Consider maintaining your active status in the Mentor/Mentee Program so that you can be matched again. If you and your mentor/mentee mutually would like to continue working together beyond six months, you may certainly do so.

You may also want to continue your relationship on an informal basis, outside of the Mentor/Mentee Program.

That's great – have fun and tell us about your success!



MENTOR/MENTEE PROGRAM: GUIDELINES FOR MENTORS

Thank you for getting involved in NC Emerging Leaders Mentor/Mentee Program! Mentoring is a specialized form of teaching. It takes practical knowledge, but also willingness to share some of your time, personal experiences, and judgment.

Although it is the mentee who should take the initiative in the mentoring relationship, it's important for mentors to co-create it as an active participant. Please remember too that in agreeing to serve as mentor, you are also agreeing to not attempt to recruit the mentee away from the mentee's current employer during the period of the mentorship and for at least 2 years after its conclusion. Here are some guidelines that can help in understanding your role as a mentor and making the mentorship the most successful and rewarding it can be for both of you.

Identify Your Motivations (Ask yourself...):

- Why do I want to be a mentor?
- What do I hope to get out of this experience?
- What do I have to share? (Skills, expertise, experiences, advice)

Communicate Expectations

Stay somewhat flexible, but let your mentee know the following:

- How much time you are able to devote to mentoring
- What you're willing to discuss and anything you are not willing to discuss
- Your communication preferences and general availability
- Your expectations of them

Work Together

Your mentee is expected to take the lead in contacting you, organizing calls or meetings, and setting goals and objectives for your time together. But you should take the lead in facilitating the discussion. Your role is to:

- Answer questions openly and honestly
- Ask questions for clarification or deeper understanding
- Give examples
- Suggest action based on your mentee's goals
- Offer constructive feedback
- Be encouraging – recognize that your mentee is less experienced than you
- Be responsive – strive to communicate back to your mentee quickly and thoroughly

Things to Remember!

- Get to know your mentee by offering some personal information about your life, career, strengths, and challenges. Being open and friendly helps make it easy for them to share information with you, too.
- Take direction from your mentee's goals. For example, if they are struggling with a decision regarding their career, your job is to provide perspective on their situation rather than tell them what to do.
- Make sure to tell your mentee that you're interested in their success. It is a simple statement that helps build trust..
- Under no circumstances should a mentor offer a mentee a job.

MENTOR/MENTEE PROGRAM: GUIDELINES FOR MENTEES

Many mentors want to give back to their profession, help others, and share their knowledge, among other possibilities.

As a mentee, you may hope to gain something of more practical value, such as advice on particular career questions, strategies on how to build your network, or insight into the realities and culture of your chosen field, just to name a few.

Hopefully, both you and your mentor will benefit from the relationship. But, because you stand to gain more tangible benefits, it is your role, as a mentee, to be proactive. Success depends on the actions you take!

Here are some guidelines that can help.

Identify Your Motivations (Ask yourself...):

- Why do I want to be mentored?
- What do I hope to get out of this experience?

Communicate Expectations

Once your mentor has been confirmed, you should discuss the details of how you would like to work together. Be open to their ideas – and especially to any time constraints they may have – but also be open with them about what you want. Let your mentor know:

- Your goals for the mentoring experience
- What you would like to learn from them, what you need advice on, etc.
- Your communication preferences and general availability

Work Together

You must take the lead, and also do the work to achieve your goal. Your mentor is there to guide you, answer questions, suggest action, and encourage you.

- Contact your mentor to introduce yourself.
- Be the one to organize any phone calls or meetings.
- Ask for what you want, as long as it is reasonable and realistic.
- Be open and receptive to feedback.

Ask questions if you don't understand something your mentor says. There are no stupid questions! If you agree to take a certain action, follow through. Report back to your mentor on what did or didn't work.

If you don't agree with a suggested course of action, say so honestly and discuss alternatives. If you feel you're being misunderstood, speak up and clarify your goals.

Things to Remember!

- Your mentor is your advisor, guide, and resource, but not your parent or boss.
- Understand that your mentor cannot make decisions for you.
- Be appreciative of the time your mentor is spending to help you. A written thank-you letter at the end of your mentoring period is a great idea and simple to do.
- One of the best ways to thank your mentor is by following up later. Have you implemented an idea that you discussed with your mentor? Was it a success? Let your mentor know that something they told you made a difference.
- Consider becoming a mentor yourself – now or sometime in the future. You don't have to be a high-level professional with decades of experience to share your knowledge. Think about ways you can help others and get involved.
- Under no circumstance should you ask your mentor for a job.
- Please be sure to read the statement on collusion provided on **page 1** of this guide.

