



# Fusion Five Mentor Program

**Resource Guide**

## Purpose

The Fusion Five mentor program will provide both mentors and mentees with a mutually rewarding experience. The program will be designed to provide Fusion Five members with direct and exclusive access to local mentors in our community. Mentors should be leaders that want to assist in the development of others and will be selected from the Southwest Louisiana community from a variety of disciplines and backgrounds. The result will be a development pipeline for the next generation of leaders.

## Mentoring

Mentor programs offer a structured setting to develop beneficial one-on-one relationships between young and experienced professionals. Acting as a friend, a teacher and a guide to the working-world, mentors have the opportunity to encourage and advise mentees by sharing their own career journey and knowledge, in turn serving as a strong stepping stone for them to become Southwest Louisiana's next generation of leaders.

### Mentoring is:

- A relationship that supports the improvement of an individual's performance through learning interactions, facilitated problem solving, and clear guidance.
- A method for individual development with the help of more experienced guides to address known knowledge or behavior gaps.
- A relationship in which the "mentee" takes ownership of their own learning experience, and in many cases, the learning content as well.

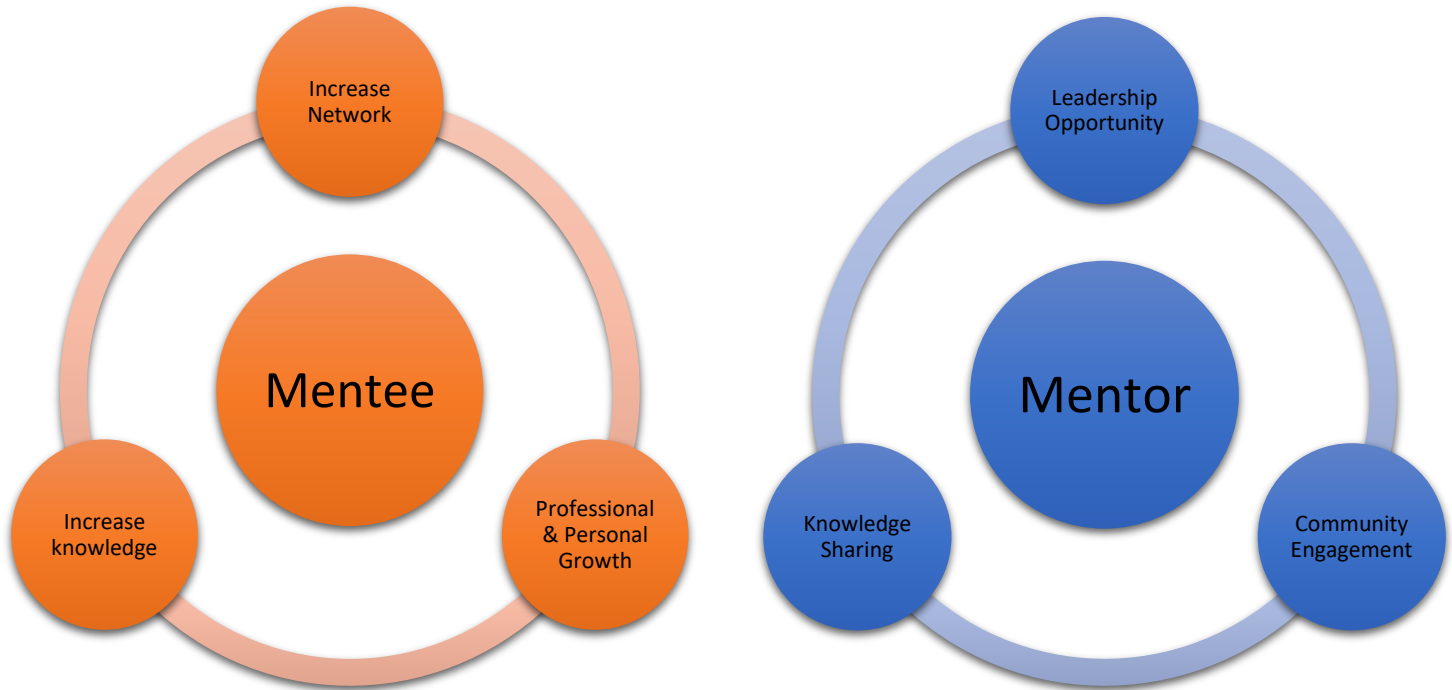
### Mentoring is NOT:

- A process where the primary focus is on career development and where the assigned 'mentor' almost exclusively uses interactive questioning to help the individual arrive at their own solutions for large problems.
- An opportunity for the Mentee to use the relationship to leverage their personal business and/or sales goals.

## Eligibility

Fusion Five members, who are current with their dues, will be allowed to participate in the mentor program through an application process in **May**. Mentors will be matched with mentees by a designated committee and notified prior to the Meet & Greet in **June**.

## Participant Benefits



## Expectations

Participants are expected to meet certain standards to ensure success of the mentor/mentee relationship and the overall mentor program. Below are the key expectations for both mentors and mentees.

**Mentees** are expected to take ownership of the relationship, set, and communicate goals with their mentor, and drive the relationship.

**Mentors** are expected to share knowledge, listen, provide feedback and insights, and be available to support Mentee's growth and development goals.

A good mentor/mentee relationship is expected to:

- close mentee knowledge gaps
- involve **active** participation from both participants
- require a reasonable time commitment from both participants
- include a set communication schedule

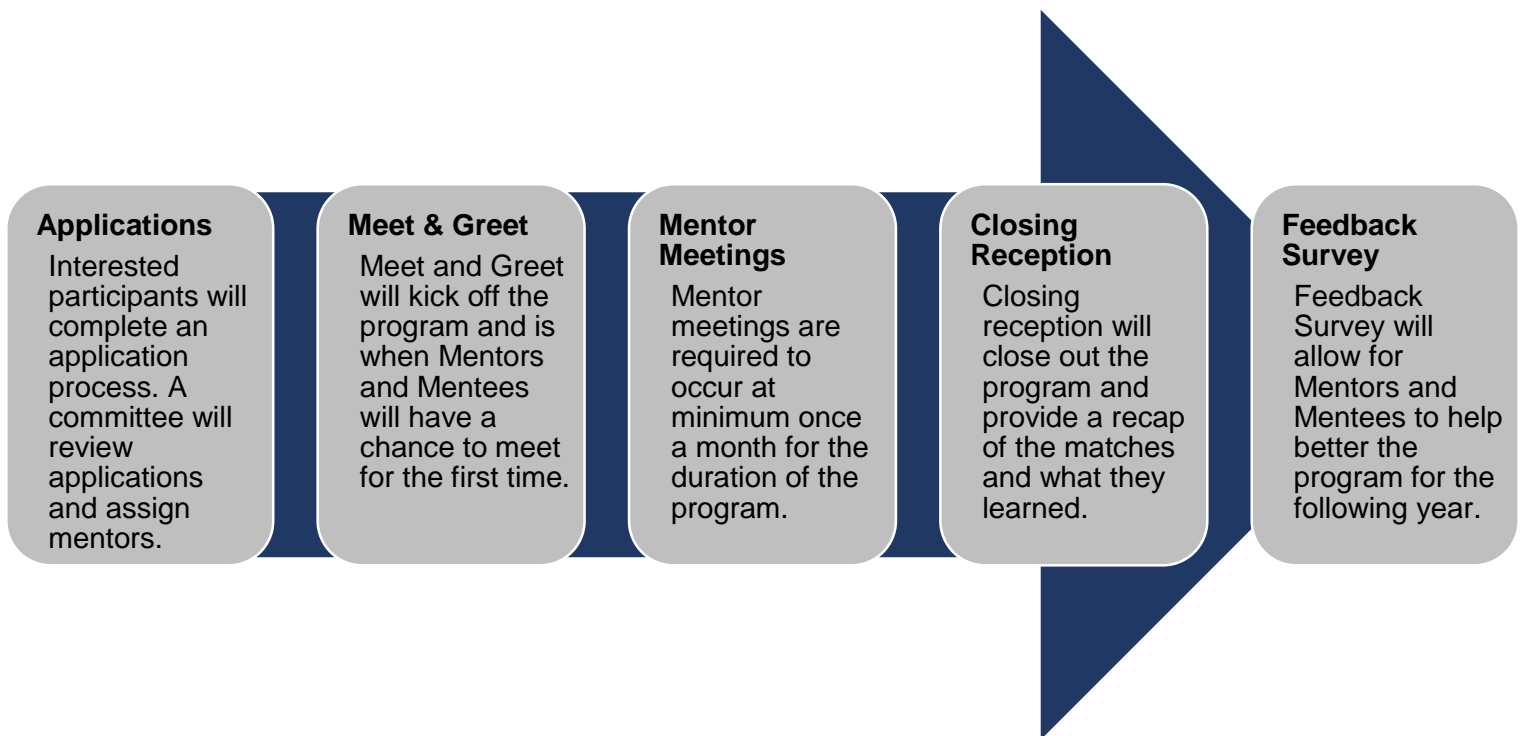
Mentors and mentees will be matched according to application details and are required to attend two formal events; an opening meet & greet and a closing reception, as well as complete an end of program survey. Matches will be done in a 1:3 ratio with three mentees to every mentor.

During the program, mentors and mentees will be expected to be in contact at least monthly, though it can be more often if the mentor & mentees wish so.

## Mentee and Mentor Roles

Mentee Duties	Mentor Duties
<p><b>Mentees:</b> are expected to take ownership of the relationship, set, and communicate goals with their mentor, and drive the relationship.</p> <ul style="list-style-type: none"> <li>• Complete application and ensure all eligibility requirements are met.</li> <li>• Be available for both formal events as well as the monthly meetings as scheduled with your mentor.</li> <li>• Have a clear goal for yourself for the mentor pairing and share it with your mentor.</li> <li>• Be <b>considerate and respectful</b> of both your mentor and the other mentees in your group.</li> <li>• Complete the feedback survey at the conclusion of the program.</li> </ul>	<p><b>Mentors:</b> are expected to share knowledge, listen, provide feedback and insights, and be available to support your Mentee's goals.</p> <ul style="list-style-type: none"> <li>• Be available for both formal events as well as the monthly meetings as scheduled.</li> <li>• Set a meeting schedule with your mentees, determining format, locations, and frequency, but <b>no less</b> than once a month and preferably in-person when allowable.</li> <li>• Provide a positive experience for mentees.</li> <li>• Listen to the mentee and communicate clearly and in a timely manner.</li> <li>• Share experiences, knowledge, insights, and resources.</li> <li>• Complete the feedback survey at the conclusion of the program.</li> </ul>

## Program Structure



## Program Schedule and Participant Checklist

Timeline	Activity	Responsible Party
Prior to Program Kickoff	Review program guide and expectations	Mentee & Mentor
	Complete mentee application	Mentee
	Sign mentor agreement	Mentor
	Sign code Of conduct	Mentee
June	Meet & Greet	Mentee & Mentor
	Set date for first meeting	Mentee & Mentor
Prior to first May Meeting	Complete Goal Setting worksheets and review resources.	Mentee
July - October	Ongoing sessions (Monthly)	Mentee & Mentor
August/September	Mid-Program check-ins	Mentee & Mentor
October	Closing reception	Mentee & Mentor
Immediately Following Program	Feedback surveys	Mentee & Mentor

## FAQ

### How long will the program be?

- For the pilot year the program will begin the last week of June with the Meet and Greet and end by the last week of October. Following years will run from April – October.

### What if I can't make an event or meeting?

- We understand that sometimes schedules will conflict, but this program is for your benefit so please try and attend all events and meetings. If a conflict does occur, reach out to your mentor and let them know as soon as possible.

### Are there any costs associated?

- Other than the annual membership fee, there are no additional program fees planned for the pilot year. Further years will be determined based on sponsorships.
- Mentors and Mentees are responsible for any food, drink, or transportation costs associated with individual meetings and are not reimbursable by Fusion Five.

### Are there any requirements for the meetings?

- The only requirement we have is that Mentors meet with their Mentees a minimum of once a month. The meetings can be at any time during the day and at any location as agreed upon between the Mentors and Mentees. Groups are more than welcome to meet more frequently if they wish.
- We would prefer meetings be in-person when possible, but do understand if virtual formats are required.

### Can I pick my Mentor?

- Unfortunately no, but we will use the information provided to us in your application to make the best match possible.

### Can I use this opportunity to promote my business or product?

- No. This is an opportunity for you to grow your knowledge and develop personally and professionally. Please do not attempt to sell or solicit your business or your product with your Mentor or your other mentees. Doing so may result in you being asked to leave the program.

**I'm not sure how to start the conversation, do you have any resources?**

Yes! Below are several links to resources that may help drive your mentor and mentee conversations.

**I have questions/concerns, who do I reach out to?**

You can reach out to either Athena Gieger or Mitchell Woods at [info@fusionfive.org](mailto:info@fusionfive.org)