

Welcome to ACT's Peer Advisory Leaders (PALs) Program!

Supporting ACT members in peer-to-peer mentoring partnerships is a great way to develop leadership skills, advance TDM, and help ACT grow its membership.

Mentors with years of ACT and TDM experience can assist newer members as they develop into leaders, while mentees can bring fresh insights to those who have been in the industry for a long time.

Being a mentor or mentee is more than just a title, however. In this packet are tips and suggestions, as well as a mentoring agreement form that both parties should discuss, agree to, and then sign.

Your mentoring growth is important to ACT leadership. If you need assistance, reach out to us and let us help you.

Enjoy your time as a mentor or mentee!

Elizabeth Denton, Chair, PALs Mentoring Subcommittee

Craig Cotton, Vice Chair, PALs Mentoring Subcommittee

Jim Barr, Chair, Professional Development Committee

Kiki Dohman, Vice Chair, Professional Development Committee

Be an ACT PAL!



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in Tomorrow's Leaders**

Tips for Being an Awesome Mentee

Having a mentor can be as much as a responsibility as a benefit. Be prepared to guide the partnership, at least initially, as you set your goals and expectations.

Here are some things to consider:

- Identify your goals before your first conversation with your mentor
- Understand that you are the leader in this partnership, so guide the conversations and meetings
- Be upfront with your mentor about your work style and your learning style
- Be respectful of their time
- Consider everything they tell you, but acknowledge if something doesn't work for you
- Be open-minded
- Be respectful of differences
- Ask for third party help if things get tricky or you feel you can't manage a problem

Tips for Being an Awesome Mentor

Being a mentor can be different things for different people. It depends on each mentoring partnership to determine how you will best work together. But overall, there are some things to keep in mind:

- Be supportive and genuine
- Ask up front what your mentee's expectations and hopes are for the mentoring time you have together
- Ask first before making suggestions or offering critiques
- Make sure your mentee knows your advice doesn't need to be followed!
- Keep your mentee's confidences
- Be respectful of differences
- Ask for third party help if things get tricky or you feel you can't manage a problem

ACT Peer Advisory Leadership Mentoring Agreement

Purpose

This agreement will support the development of goals and set standards and expectations that will serve as the foundation for the mentoring relationship under ACT's Peer Advisory Leadership (PALs) program.

Standards

Confidentiality

By signing this agreement, we understand that confidentiality is critical to the development of a trusting mentoring relationship. Furthermore, we agree to maintain the confidentiality of the individual and work experiences that are shared as part of the peer mentorship program.

Time Commitment

As part of the PALs mentoring program, we commit to meeting in person or by phone at least once every ____ weeks. By signing this agreement, we understand that we are expected to adhere to this meeting schedule as much as possible and to set next meeting times at the end of each mentoring conversation.

Duration of Mentorship

We understand that participation in the PALs program is expected to continue over a period of 10 months. During the ten months, we will periodically check our progress towards the goals laid out in this agreement. At the end of the 10-month period, we will determine if all goals were accomplished and evaluate if it is necessary to continue the mentoring relationship. If so, we understand that we are no longer bound by this agreement and can adjust our meeting schedule and expectations accordingly.

Goals

To make our time meaningful and productive, we have set mutually agreed upon short-term and long-term objectives for our mentoring relationship.

These objectives may include, but are not limited to, the following:

- Share and review DiSC assessment results
- Discuss career goals and opportunities
- Enhance leadership skills
- Develop a greater understanding of ACT and TDM
- Identify opportunities for leadership growth within ACT
- Attend networking events together, if possible
- Further presentation skills and submit topics or session ideas to ACT or within own organization

Goal Setting

Our initial meetings will focus on the following topics:

- 1.
- 2.

3.

By the end of our participation in the PALs program, we plan to meet the following goals:

1.

2.

3.

Mentorship Agreement

We understand that we have voluntarily entered into a mentoring relationship. As such, we plan to adhere to the terms laid out in this agreement and check in with each other regularly to ensure that our individual needs are being met by this partnership.

As a mentor, I agree to actively work with my mentee to find opportunities that will assist them in the process of achieving desired career and personal development goals.

Mentor Initials: _____

As a mentee, I agree to openly discuss my career goals and experiences for the purpose of shared learning and career enhancement.

Mentee Initials: _____

By signing below, we certify that we have read the terms of participation in the PALs mentorship program and that we have mutually agreed on the goals and schedule indicated above.

Mentor's Signature

Date

Mentee's Signature

Date

Be an ACT PAL!



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