

## ELFA Women's Council 2022 Mentoring Program Guidelines

The ELFA Women's Council welcomes you to our 2022 Mentoring program. We are excited you have chosen to participate and hope you find value in the energy of a new connection! Our mission is to cultivate mentoring relationships that provide women with support, guidance, insight and connections across our association and industry. We believe mentoring relationships are beneficial to both parties: Mentees in establishing and achieving new goals aided by the guidance and experience of an experienced professional. Mentors in sharing your expertise, energy and experience with a growing contributor to equipment finance. Thank you for your time and commitment to this year's program.

### First Meeting Guidelines

#### Pre-Meeting Prep

- Send Bio/Linked-In ahead of 1<sup>st</sup> meeting
- Mentee – Schedule the meeting
- Mentee – In advance of 1<sup>st</sup> meeting, send your mentor your goals and what you hope to gain from this program

The first meeting is important to build a foundation for a successful mentoring relationship. This meeting will set the ground rules.

- Relax and enjoy the process
- Get to know each other
- Remember the meetings are confidential so people can be open to sharing freely
- Make a commitment to regular cadence and meetings that are free of distractions
- Review the goals and lay out a go-forward approach

### Ongoing Mentoring Meetings

- Meetings should be held every 1-2 months minimum (mentor/mentee free to meet more often)
- Meetings should run 30 min to 1 hour
- Keep the goals front and center for your meetings
- Stay committed to honest, transparent and collaborative conversations and sharing of feedback
- Be Here Now = Be present with full attention
- Mentorship program will run to March 2023

### Tips for Mentors

- Keep an open mind and be willing to listen
- Understand mentee's perspective around their goal and where you can add value. Let mentee steer achievement against the goal with your guidance
- Be open to two-way conversation with the mentee and be open to learning
- You don't have to know everything. Encourage additional connections if needed. If the mentee asks for something that you don't have expertise on, feel free to expose the mentee to additional people or resources.
- Be careful not to try and solve the problems for the mentee, listen to their solutions and ideas and provide guidance
- It's easy to reminisce about your early days while offering advice, or to explain a problem based on what you know happened in the past. Historical context can be helpful, just as long as you aren't unconsciously using it to dismiss a challenge under the present circumstances. Stay focused on the mentee

### Tips for Mentees

- Set realistic expectations with your mentor

- Be respectful of the relationship, and listen thoughtfully to the insight
- Be prepared for the discussion; what actions have you taken against the goals, what worked / didn't etc.
- Be open about your needs and providing / accepting feedback

### **Your Point of Contact**

Each pairing has been assigned an ELFA Mentoring Point of Contact, whom you may contact with any questions or concerns. Questions? Please contact Amy Vogt at [avogt@elfaonline.org](mailto:avogt@elfaonline.org).