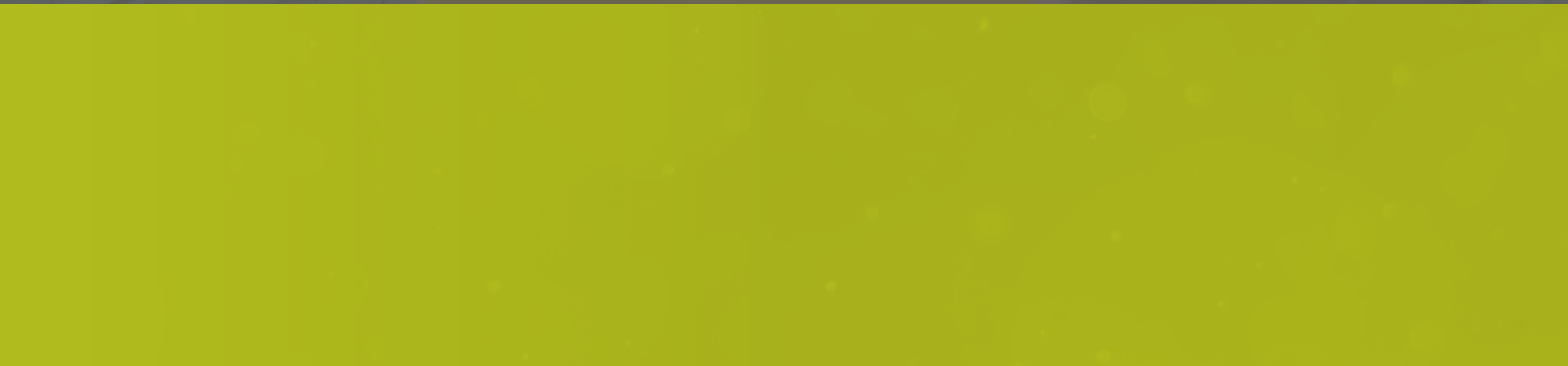




MENTTIUM CORPORATION

MENTEE PROGRAM ORIENTATION GUIDE



Founded in 1991, Menttium is the recognized leader in professional mentoring experiences that enable leadership development and inclusion in the global business community. Our goal is to strengthen organizations through their people. We believe the right mentor can accelerate learning, increase confidence, broaden perspectives and help key talent realize their true potential. We focus on the whole person and leverage formalized mentoring programs to help people thrive at work and in life.

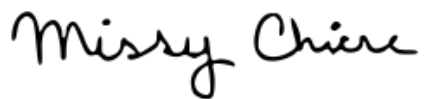
Mentoring is a powerful catalyst in helping you establish relationships that result in professional and personal growth. By participating in a mentoring relationship, senior leaders are given the opportunity to leverage the expertise, wisdom, and experience they've accumulated during their careers. Mentees are given the tools they need to develop their potential as promising and emerging leaders.

For organizations, mentoring complements existing talent management initiatives and is most successful when tied to business goals. Because Menttium's programs establish expectations and structure at the outset, learning and development is accelerated helping mentees and mentors be their most effective.

Menttium's proven process and methodology serves as the cornerstone for all of its mentoring systems. By using innovative mentoring programs, companies can accelerate leadership learning and employee development.

Welcome to the Menttium Community!

Sincerely,

A handwritten signature in black ink that reads "Missy Chicre". The signature is written in a cursive, flowing style.

Missy Chicre
CEO, Menttium Corporation

The Menttium experience is a 12-month leadership development experience that provides custom learning opportunities and connection with external seasoned business mentors. The program consists of four integrated components.

Program Components

One-to-One Mentoring

Mentees form a partnership with a business leader from a different organization, who is committed to helping them enhance their personal and professional goals. Partnerships meet monthly for one year.

Goal Setting and Measurement

Goal setting and measurement are two important contributors to an impactful mentoring experience. Mentees use Menttium's proven model to establish development goals. The model consists of five steps: setting goals, taking action, reflection and dialogue, tracking progress, and measuring results towards goal achievement.

Virtual Sessions

Mentees and mentors are invited to attend:

- Program Launch Event – the official start to the mentoring experience (mentee and mentor only).
- Monthly Business Education Webinars – provide information and tools associated with each of the performance capability categories: accountability, collaboration, learning & development, market orientation, innovation, and vision-mission-values alignment. All Business Education Webinars are recorded and available to download from the Resources section of the Menttium Online Portal.

Managers are invited to attend their own Program Orientation, as well as the monthly Business Education Webinars.

Online Portal & Resources

Mentees have access to Menttium's Online Portal, which is a one-stop-shop for program content and resources to supplement the Menttium experience. This includes recommended reading lists, video content, as well as curated Ted Talks.



Criteria for Mentee Participation

- High performing business professional
- Demonstrated leader or potential for leadership
- Invested in career and professional growth
- Prepared to manage a mentoring partnership
- Committed to program participation

Criteria for Mentor Participation

- Broad and extensive professional experience
- Track record of strong performance and leadership
- Effective communication and feedback skills
- Open to the two-way learning inherent in a mentoring partnership
- Motivated to mentor
- Willing to voluntarily invest time each month for mentoring meetings

Mentee Responsibilities

- Complete all enrollment materials requested by Menttium
 - Complete a Pre-Mentoring Assessment
 - Identify development goals
 - Complete the Menttium online profile
 - Schedule and complete a telephone interview with a Menttium representative
 - Attend Program Launch
 - Participate fully in the program by:
 - Meeting regularly with your matched mentor (required)
 - Attending monthly Business Education Webinars (optional)
 - Expanding professional relationships independently or through resources provided by Menttium (optional)
 - Manage partnership meeting agendas and stay focused on goals
 - Participate in three program check-ins and Post-Mentoring Assessment
 - Honor partnership confidentiality and the Menttium Agreement
-

Mentor Responsibilities

- Share information pertaining to career experience and areas of expertise by completing the Menttium online profile
 - Participate in a telephone interview with a Menttium representative
 - Commit to the partnership and make time for monthly meetings
 - Focus on the mentee's goals
 - Listen well and ask probing questions
 - Offer feedback and share experiences
 - Guide the mentee to his/her own discoveries and problem solving solutions
 - Be open to the learning inherent in a mentoring relationship
 - Participate in three program check-ins and Post-Mentoring Assessment
 - Honor partnership confidentiality and the Menttium Agreement
-

Mentee Manager's Responsibilities

- Participate in the Pre-Mentoring Assessment
 - Be a resource to the mentee during the development of program goals and objectives
 - Support the mentee in balancing full program participation and work demands
 - Discuss learning and program value with the mentee throughout program year
 - Seek ways for the mentee to demonstrate and/or share learning
 - Participate in program check-ins and Post-Mentoring Assessment
 - Read and discuss quarterly Mindful Moment emails with Mentee (optional resource provided)
-

Organization / Program Manager Responsibilities

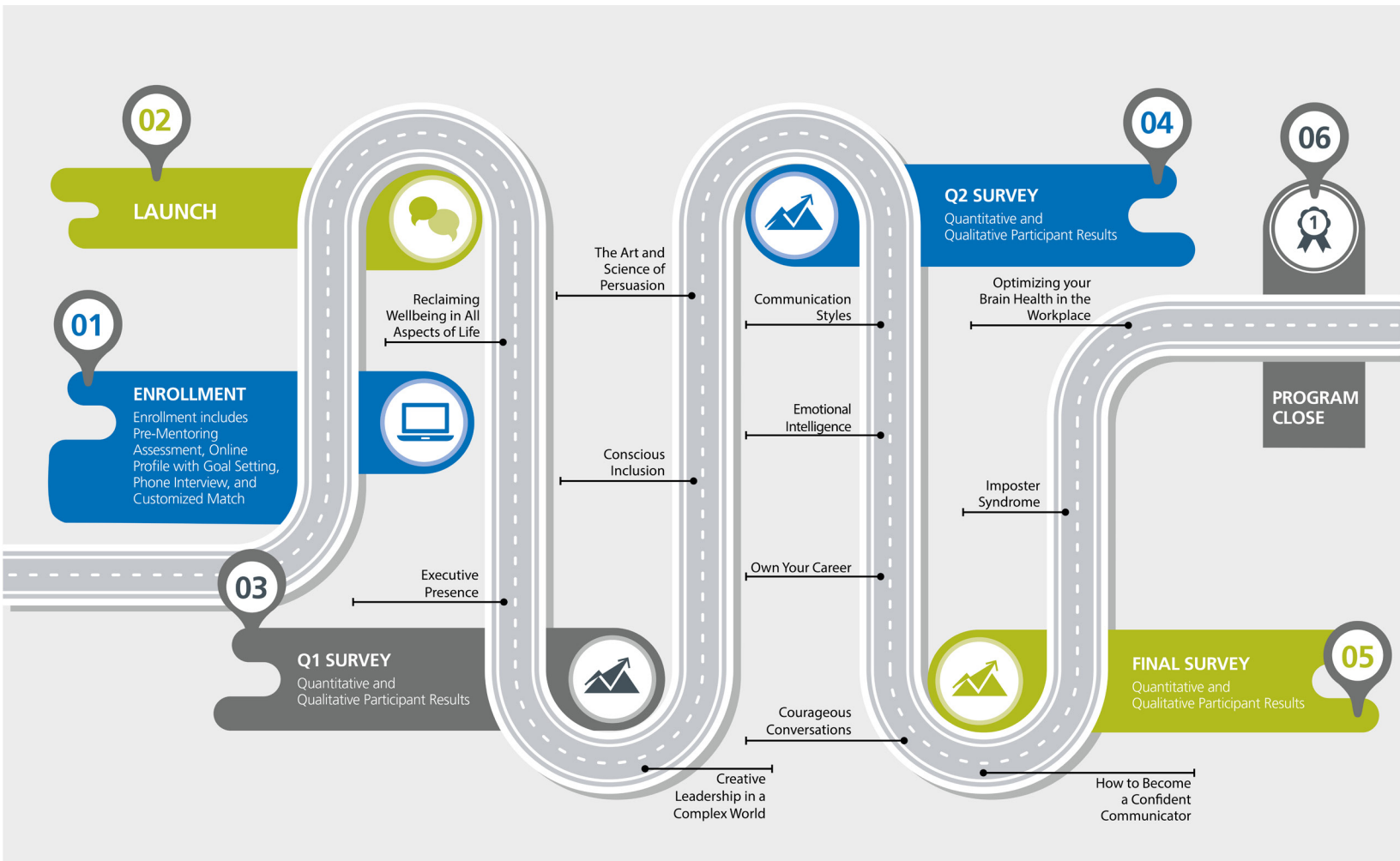
- Manage the participant selection and enrollment process (mentees and mentors)
 - Provide internal communication to mentees, mentors, and mentees' managers
 - Check in with mentees during the program year (optional)
 - Partner with Menttium to ensure participant satisfaction and participation
 - Assess the impact and business value of Menttium
-

Menttium Responsibilities

- Create mentoring partnerships that support the program goals of the mentee
 - Provide program orientation and launch session to prepare mentees and mentors for successful mentoring experiences
 - Provide monthly Business Education Webinars
 - Provide opportunities for mentees to connect with other program participants
 - Administer quarterly program check-ins and Pre- and Post-Mentoring Assessments
 - Provide mentoring tools and resources to support successful mentoring partnerships
 - Provide Organization / Program Manager with reports that quantify the Return on Mentoring® (ROM)
-

What does the program include?

- Enrollment includes Pre-Mentoring Assessment with Goal Setting Tools, Online Profile and Portal Access, Phone Interview, and Customized Match
- Monthly 1:1 Mentor Meetings
- Check-In Surveys
- Virtual sessions including Program Launch and Monthly Business Education Webinars
- Monthly Mindful Moment emails with Partnership Tools, Meeting Agendas and Resources
- Post-Mentoring Assessment Report and Certificate of Completion
- Access to the Menttium Network as a Mentee and Alumni
- Access to a TED Talk Playlist specifically curated for Menttium participants



Successful mentoring outcomes are dependent upon thoughtful and intentional goal setting. The Pre-Mentoring Assessment and goal setting tool will assist you in developing clear and measurable mentoring goals. The Menttium interview is the final step in the program preparation and match process. The Menttium Online Profile provides Menttium team details pertinent to your mentor match. Information from the Pre-Mentoring Assessment report, your Online Profile, and interview is critical to ensure the appropriate mentor selection is made for you.

Pre-Mentoring Assessment

This personal assessment focuses on six Leadership Development Capabilities associated with high-performing organizations:

ACCOUNTABILITY

COLLABORATION

INNOVATION

LEARNING & DEVELOPMENT

MARKET ORIENTATION

VISION-MISSION-VALUES
ALIGNMENT

You and your manager complete Pre-Mentoring Assessments. A confidential report of results is sent to you prior to your Menttium interview. Results from these assessments identify areas of strengths as well as areas for development; both of which are critical when defining areas of focus for the mentoring partnership.

Pre-Mentoring Assessment Action Steps:

- Assessment provided to your manager upon enrollment
- Assessment provided to you immediately after your program orientation
- Complete your assessment within 1-2 days of receipt
- The confidential Pre-Mentoring Assessment report is returned only to you (this includes the goal setting tool)*
- Use the Pre-Mentoring Assessment and goal setting tool to identify preliminary goals for the program

*Note: If your manager has completed the assessment and returned it to Menttium by the due date, your report will show the average between your scores and your manager's scores. Otherwise, your report will show only your scores. Check with your manager directly if you want to ensure that you receive his/her assessment feedback.

Menttium Mentee Profile (My Profile)

The information requested in the profile section of your Menttium website is required to complete the enrollment in your Menttium program.

Why do we ask for Profile information?

We go through a rigorous matching process to find the right mentor for you! When we have details about your personal and professional aspirations, it helps us assess several dimensions of how you might match up with a mentor.

While some of this information may be provided to your mentor (such as details about your partnership), most information is confidential and for Menttium use only.

Important:

Interviews cannot be conducted if your profile is incomplete.

Danielle Larson

Director
Menttium Corporation



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Frequent Travel Locations
Seattle

[Edit Profile](#)

Mentee Profile

EXAMPLE PROFILE INTRODUCTION

I have more than 20 years of experience in a variety of IT and functional roles over my career with large global and mid-size organizations. My career has provided me the opportunity to develop leadership strengths to deliver business results through understanding business needs, partnering at all levels of the organization, leading teams and helping others with their development. I live near Minneapolis, Minnesota with my husband and our two kids (9-year-old son and 12-year-old daughter). I enjoy spending time with my family, mentoring young people and volunteering in my community.

Menttium Interview

Your interview with Menttium is an important component to ensure a successful mentor match. The more candid you are with your interviewer, the better we are able to assess your needs and mentoring preferences.

Interviews Are:

- Scheduled during the program orientation
- Approximately 60 minutes long
- Conducted 1-2 weeks post program orientation date
- Absolutely confidential

Interviews Require

- Completion of Pre-Mentoring Assessment
- Completion of your Online Profile
- Thought regarding the goals you want to achieve during your Menttium experience

Match Notification

Menttium has successfully matched over 80,000 mentoring partnerships, and we take pride in our matching expertise. Finding the best mentor who has the knowledge and experience to help you achieve your goals is our top priority.

MATCH NOTIFICATION EMAIL

Approximately 3-5 business days prior to Program Launch

LOG-IN AND CHECK OUT YOUR MENTOR

Login and you'll see a link that says, "My Partnership"

REACH OUT TO YOUR MENTOR PRIOR TO LAUNCH

Introduce yourself and confirm contact information

SCHEDULE YOUR FIRST MEETING

Schedule meeting right after launch and then another meeting 1-2 weeks following

Program Launch Session

The Menttium program launch is the official start to your year-long program. This virtual session provides critical information to prepare you and your mentor for a successful partnership.

The program launch includes:

- Introduction to the mentees and mentors participating in the program
- Overview of Menttium's mentoring philosophy and expectations of partnerships
- Tools and guidelines for creating a successful mentoring partnership
- Goal setting tips for tracking and measurement
- Voices of Experience panel
- Preparation for your first partnership meeting*

*If you are not able to attend the virtual launch event, we will have a recording available to you. Attendance by mentees is strongly encouraged.

Note: If your mentor is in attendance at the launch event, the introductory meeting is typically conducted in a separate, private phone/video conversation at the end of the launch event, which you schedule. If your mentor is unable to attend the launch, your introductory conversation should be scheduled in close proximity to the launch date.

Your Next Steps

Following your Program Orientation, it is critical you complete the following important and necessary onboarding steps to ensure the Menttium Team can begin the process of matching you with your mentor.

SCHEDULE YOUR
INTERVIEW |
2 MINUTES



PRE-MENTORING
ASSESSMENT |
5 MINUTES



ONLINE PROFILE |
30 MINUTES



CONDUCT
INTERVIEW |
60 MINUTES



GOAL SETTING |
ONGOING

Mentor Match Notification!
Menttium will notify you of your match approximately 3-5 business days prior to your Menttium program

Contact your mentor via email to introduce yourself prior to the launch. Establish your introductory meeting date – either the day of launch or within close proximity to the launch

Your Menttium program is an opportunity to focus on individual career goals and performance-based development goals. Your organization and Menttium expect you to focus on your selected goals and take actions that enable you to make progress on those goals over the course of the program year. Menttium provides several tools and check-in surveys to help you and your mentor focus on goal achievement.

Goal Setting Tool

This tool, provided along with your Pre-Mentoring Assessment report, is meant to be a “living” document. You and your mentor will use this tool regularly to confirm goals and identify the actions you plan to take to achieve those goals. More information on how to use this tool will be covered during the program launch.

Check-in Surveys

Check-ins are required for mentees. Mentors and mentee managers also receive check-ins.



- We want to ensure your partnership is meeting your expectations. If not, we want to support you so that you can maximize the experience.
- Your organization has invested significantly in this program. We report aggregate information to your company about the value of this program:
 - Satisfaction
 - Engagement
 - High-level progress against goals
 - How the learning is applied on the job
 - Outcomes of the mentoring experience

Note: We never share your individual responses with your organization. We report data that cannot be attributed to a single person.

Tips on Goal Setting

Thoughtful deliberation of your goals and objectives for the program will allow you to get the most from your participation. The results from your Pre-Mentoring Assessment will provide some very specific areas of focus. We also suggest that you consider the following questions as you begin to select the goals most important to you:

Consider the following:

- Where do you find the greatest reward in your work?
- What are your short and long-term business challenges?
- What are your short and long-term career goals?
- What values and principles do you hold highest in the workplace?
- What type of issues are you open to discussing with a mentor from another organization?
- What leadership/business skills show up as strengths or opportunities in your Pre-Mentoring Assessment or other assessments you have completed?
- How do your individual goals align with the business strategies of your organization?

Examples of Mentoring Topic and Goal areas:

- Expanding responsibility and accountability in your current position
- Navigating organizational politics
- Influencing up and across the organization
- Coaching and developing others
- Managing a diverse team
- Career planning and advancement within your organization
- Strategies for managing change
- Managing time, prioritizing
- Cross-cultural competence and global business savvy

Program Policies

Menttium's program policies address rematch and rollover conditions, fees, and termination of program participation. Contact Menttium with any questions.

Situations

Menttium deems that effective mentoring partnerships are based on respect and mutual commitment. Chemistry – if defined by a mutual admiration – may sometimes be an asset in mentoring, but studies have proven that similar personalities and styles are the least important component in an effective mentoring partnership.

There are situations when a rematch may become necessary. A rematch may be considered if one or more of the following expectations are met.

Rematch at the beginning of the program year:

- The mentee has conducted two mentoring meetings before requesting a rematch.
- The mentee or mentor has alerted Menttium of their concerns by the first check-in survey.
- Extenuating circumstances whereby the mentee is unable to participate in the program, despite his/her best intentions. For example, a family death or illness that has led to a leave of absence, a dramatic change in personal life (that was unknown at time of enrollment) that would prevent the mentee from participating.

Termination Policy

- Menttium reserves the right to terminate participation if the mentee does not take the initiative to meet with his/her mentor.
- It is the responsibility of the mentee to contact Menttium with any concerns.
- Unprofessional behavior on the part of any participant will result in program termination. Under these circumstances, program costs are not refundable.

MENTORING:

Sharing hindsight
that gives another
person foresight.

CONTACT MENTTIUM CORPORATION

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menttium.com

STRONGER PERFORMANCE THROUGH MENTORING

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