



IFMA Silicon Valley Judith Saylor Mentoring Program A One-to-One Mentee-Mentor Pairing



OPPORTUNITIES • LEARN • ACHIEVE

The IFMA Silicon Valley Mentoring Program is designed to sustain our industry by providing education, resources, and guidance to a future generation of Facility Professionals in Silicon Valley.



IFMATM Silicon Valley
Chapter
International Facility Management Association



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Overview of the IFMA Silicon Valley Mentoring Program

The IFMA Silicon Valley Mentoring Program is a benefit to Chapter member Facility Professionals and Associates who support the facility industry by providing services and/or products. It is designed to sustain the Facility Management (FM) industry by providing education, resources, and guidance to the future generation of facility professionals in Silicon Valley. The Program focuses on career development and best practices within the world of FM. This guide is designed to provide prospective mentors and mentees with an overview of the Program including roles, responsibilities, and benefits. It will help you decide if it is right for you to participate in the Program.

Our Mentoring Program involves an approximately 10-month mentoring relationship where a mentee (regardless of age) is paired with a mentor who helps them to formulate realistic goals and objectives (Personal, Professional, & Organizational). There will be a mid-program meeting of all participants to present an update of progress and a final awards ceremony. There will also be other opportunities to meet and network with other mentees and mentors through video chats or in-person meetings or workshops.

To apply to the Program as either a mentee or mentor, please fill out the respective application forms which will be used as the basis for pairing individuals. Fillable application forms can be completed on the IFMA Silicon Valley website: www.ifmasv.org (see Mentoring Program under Career Development). The application fee for Mentees is \$50.00 while Mentor applications are free. We strongly urge you to read this brochure to fully understand roles and responsibilities of a mentee and mentor.

What the Program Will Do:

- Provide mentees with knowledgeable facilities professionals who can offer a wealth of experience and advice, and enhance career development
- Help facility professionals with less experience explore career goals and/or enhance their skill set and knowledge of FM to achieve their greatest potential
- Help facility professionals in career transition to explore new pathways
- Allow senior members to mentor others and share their experiences
- Widen the horizons of our scholarship recipients to a career in FM or an industry that supports facilities management
- Help the FM industry by providing FMs who aim for the highest professional standards

Requirements:

The more contact, the better chance mentors and mentees will have to develop a meaningful relationship. We ask the following of pairs in the Program:

- Meet for a one-on-one meeting in person or by phone for 2 hours per month.
- Attend the Mentoring Program events throughout the year and the final awards meeting.



IFMA Silicon Valley Mentorship Program – Frequently Asked Questions

Q: I have several years of experience; can I still be a mentee?

A: Yes. If you are experienced in the industry but would like additional mentorship to promote career growth, you may participate in the mentoring program. You may also be eligible to be selected as a scholarship recipient to assist with classes toward earning an FM credential.

Q: Do I need to pay for the Mentorship Program?

A: This is a free benefit for our Chapter members who want to be Mentors. We charge \$50 for Mentees to participate in the complete program.

Q: Do I have to start the Mentoring Program at the beginning of the calendar year?

A: Yes, this is an approximately 10-month commitment that typically begins in the beginning of the year. Emails are sent out to the membership to alert them of the deadline to apply as a mentor or mentee.

Q: If a mentoring relationship isn't working out, how do you change or fix it?

A: Contact the Mentoring Program Chairs if you are experiencing problems within your mentoring relationship and are in need of guidance and/or assistance. You will have the option to be matched to another mentor or mentee.

Q: Can mentors have more than one mentee?

A: No, we want to ensure the pairs get each other's full attention.

Q: Can mentees have more than one mentor?

A: No, we want to ensure the pairs get each other's full attention.

Additional questions? Please contact our Chapter Administrator at admin@ifmasv.org.



Becoming a Mentee

Mentees are individuals in facilities management who desire to learn and grow in their careers and seek guidance and support from more experienced professionals. They can be in different places in their careers from just starting out, or more experienced who are transitioning into new roles or responsibilities.

To be successful in the Mentoring Program, a mentee:

- Meets regularly with his or her mentor to develop a meaningful relationship
- Is clear, honest, and complete in expressing needs and concerns
- Is eager to learn and explore new ideas and ways of responding
- Formulates realistic goals and objectives (Personal, Professional, & Organizational)

Benefits of being a mentee:

- The opportunity to direct your career and live up to your potential
- The opportunity to ask questions relevant to FM as a career and to your personal growth of experienced Facility Professionals
- Having a sounding board to bounce off new ideas, options, and opportunities in a non-judgmental environment
- Gaining new perspectives, knowledge and skills
- Learning to be more strategic and visionary
- Developing leadership skills

One day you will be a seasoned professional, and we hope you will “pay it forward” by helping others along their path in our profession.

What can you expect of your mentor?

Your mentor will help you to assess where you are now and where you want to go. Your mentor will serve as a coach, an advisor, or just as a sounding board. They are not there to make decisions for you – ultimately you are responsible for your own actions and any career or other decisions you might make.

Becoming a Mentee (cont'd)

Expectations of a Mentee:

- Develops achievable goals with action plans and is proactive to meet those goals
- Contributes to and research discussion topics to enrich the mentoring experience
- Takes advantage of resources through program and mentor
- Is receptive and respectful to insight and feedback
- Considers a mentor's advice but takes responsibility for their own decisions
- Does not become dependent on their mentor
- Maintains confidentiality in interactions
- Does not expect to conduct business with a mentor and avoids conflicts of interest

We expect you to actively participate in one-on-one meetings with your mentor. Show your enthusiasm by coming to the mentoring sessions well-prepared to participate and share. Take some of the load off of your mentor by seeking to accommodate their busy professional and personal schedules. Don't make your mentor always be the one to seek contact with you; reach out to your mentor!





Advice to the Mentee to Achieve Success

- As a mentee you need to want to be a partner in the relationship. You need to want to grow to your potential, gain new perspectives and knowledge, and the ability to develop your skills within your industry role or the one to which you aspire.
- Develop goals and an action plan early on so you have something to work towards.
- Be as specific as possible when asking for advice or guidance. A mentor will usually offer both criticism and advice. Be open to both.
- Don't expect your mentor to make decisions for you. Ultimately you are in charge of your professional and career development.
- Be considerate of your mentor's time. Return phone calls, emails, etc., promptly.
- Be attentive to what your mentor has to impart. Although the information provided might seem irrelevant at the time, it may prove useful at a future date.
- Show appreciation for the time and assistance provided by your mentor. Mentors respond to encouragement too, and constructive feedback will help your mentor guide you in a more effective way.
- Keep the door open with your mentor. You never know when you may need his or her advice or assistance in the future.
- Finding the time and energy for paired mentees and mentors to get together is one of the greatest obstacles. Planning ahead to connect via phone calls, emails, online conferencing, etc. between meetings, can make it possible to have shorter but more productive regularly scheduled in-person discussions.



Becoming a Mentor

The goal of the Mentoring Program is to sustain our industry by providing education, resources, and guidance to the future generation of facility managers in Silicon Valley. We encourage seasoned FM professionals to become mentors to expand the horizons of less experienced facility managers and to become future stars in the industry.

A mentor is an experienced facilities or business development/marketing professional with at least 5+ years of experience who can provide advice and guidance to help the mentee grow to their potential within the FM profession and advance their professional career.

As a mentor, you will act as a sounding board, point out options to consider, help mentees master core competencies, provide suggestions for best practices, support them if they choose to earn an FM certification, coach them in becoming leaders in the industry, and most importantly, share yourself as they can learn from your past experiences whether they were successful or not.

Expectations of a Mentor:

- Willingness to communicate regularly with mentee in person, by phone, email or online
- Assist your mentee in the areas including, but not limited to: facilities management topics, career advice, support in attaining professional industry certifications if desired
- Help to determine mentee's goals, timeframes, and an action plan to meet goals
- Encourage and inspire the mentee to tackle tough challenges
- Help the mentee identify gaps in skills or experience that inhibit the mentee in his or her current job or from moving to the next level commensurate with career goals
- Direct mentee to needed resources such as classes, seminars, articles, and other sources of information that will increase his or her knowledge/experience base
- Share knowledge about developing a career path in the FM industry
- Provide insight into the influence of politics and corporate culture on the mentee's job and career path
- Suggest ways of responding when working with difficult individuals or situations
- Point out common mistakes/pitfalls to aid the mentee to succeed
- Does not dictate to a mentee but rather serves as a sounding board for ideas and options
- Allow the mentee to make his/her own decisions
- Honest and shares experiences from their own careers and lives
- Encourage participation in IFMA events and programs, chapter committees, board positions, and networking with other IFMA members

Becoming a Mentor (cont'd)

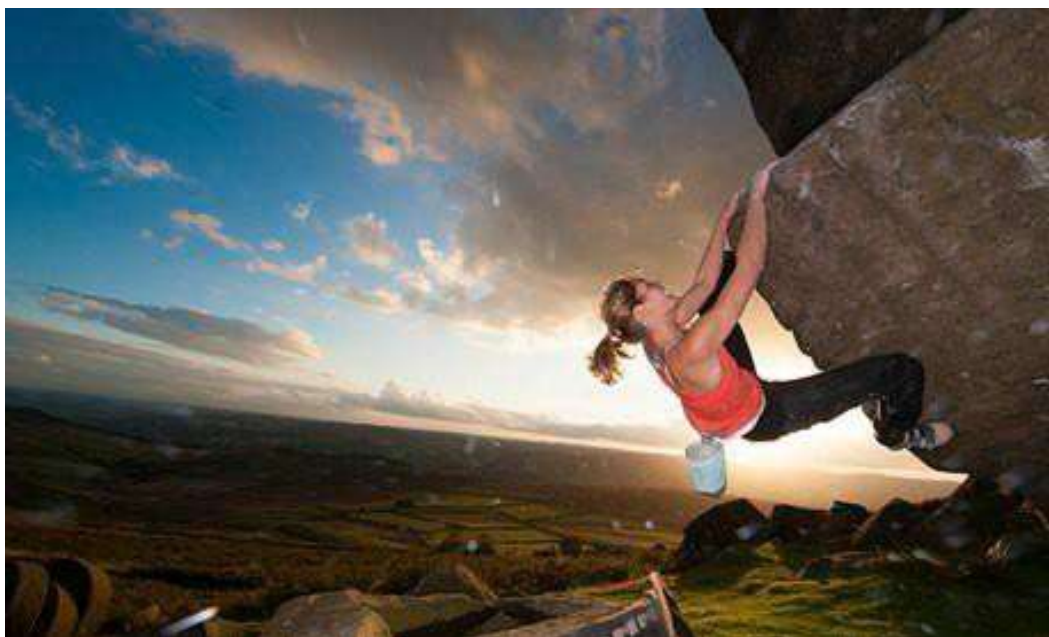
As in any trusted relationship, discussions and thoughts, your mentee shares with you should be held in confidence. You can serve as a sounding board, discussing options and outcomes, but you should never make decisions for your mentee. They are alone and responsible for their own decisions and actions.

As a mentor, we encourage you to look for ways to support your mentee such as introductions and to invitations to events, sharing articles of interest and lessons you have learned along the way. Personalize what you have learned as you share, and you will enhance the relationship you are building with your mentee. Share your experiences and advice on such topics as career advancement, practice strategies, professional visibility, networking, and overcoming barriers to career success. Successful mentoring involves a dynamic process whereby each participant learns to respect and trust their partner's commitment, expertise, and individuality.

What are the benefits of being a mentor?

As key members of the FM profession, you have the opportunity to influence the lives and professional goals of the next generation. You will receive as many benefits as a mentor, but foremost is the satisfaction of helping those less experienced than you. Your mentee will potentially enrich your life just as you have enriched theirs. As a mentor who has a genuine interest in and is committed to your mentees professional and personal development, we hope you will enjoy your participation as a very rewarding experience.

You will be recognized as a seasoned professional with a wealth of knowledge that you have shared with those up-and-coming in the industry.





Advice to the Mentor to Achieve Success

Successful mentoring involves a dynamic process, whereby each participant learns to respect and trust the partner's commitment, expertise, and individuality. A firm commitment to the mentoring process and a willingness to invest time and energy in your mentee are the most important components of a successful relationship.

You can add considerable value to a mentee's professional development and have a long-term positive impact. As a mentor, be willing to share your experiences and advice on such topics as best practices in FM, career advancement, overcoming barriers to career success dealing with difficult work situations or people, professional visibility, and networking.

- Establish communication methods and frequency of contact from the beginning. Have an understanding of clear time periods, aims, objectives, and working arrangements. Reach out to your mentee if they are not reaching out to you. If you know you will be unavailable for a period of time due to travel or work schedules, let your mentee know.
- Remember that people come from diverse backgrounds and experiences. Get to know your mentee and allow them to get to know you. They may be hesitant to share until they get to know you better. Give them time to feel comfortable but let them know they drive the relationship.
- Think of yourself as an advisor to someone who is less experienced and could greatly benefit from your wisdom, insights, knowledge, and expertise.
- Be realistic with your mentee about what you can offer in terms of feedback and expertise. You may be able to refer them to someone who knows more about a specific topic or to other resources that answer questions about a certain topic.
- Help your mentee to identify goals that they can realistically meet but don't be afraid to challenge them if you think they are falling short. Keep them accountable by helping them to develop an action plan.
- Show encouragement to your mentee and do not forget to recognize the work the mentee has done, and the progress made.



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