



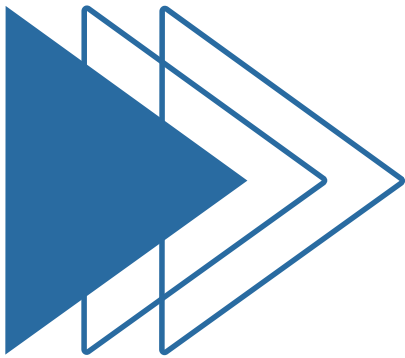
Young
Professionals
Washington
Policy Center

Mentorship Program

MENTOR & MENTEE GUIDEBOOK

For more information contact Young
Professionals Director Lia Knight at:
lknight@washingtonpolicy.org
or
(206) 937-9691

PROGRAM INFORMATION



Overview

Ensuring the next generation of our state's leaders are fully equipped to handle the challenge of leading and advocating for public policy solutions, the YP Mentorship Program serves to pair members with WPC's vast network of business, politics, policy, and non-profit leaders.

Our program is designed to connect Young Professionals Gold Members with WPC Board of Directors members and donors. Mentees have the opportunity to develop their skills, knowledge, and personal strengths, whether for career advancement and/or personal and professional development.

Structure

- The program is structured for mentees to meet one-on-one with their mentors throughout the course of one year.
- Meeting location, time, and frequency is up to each pair to decide. Monthly or at least quarterly meetings are encouraged.
- For additional meeting and networking opportunities, there will be WPC events throughout the year open for both mentees and mentors to attend.
- Each mentor can decide how they would like to structure their meetings. Ideas and best practices are included in this guidebook.

Contact

The primary objective of the WPC YP Mentorship program is to foster professional relationships and guidance around career-related topics, not to serve as a job search or informational interview platform. Throughout the course of the program, please direct any questions to:

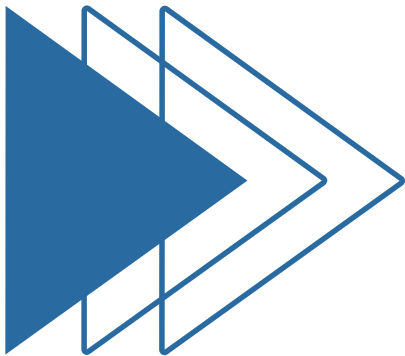
Lia Knight

Young Professionals Director

knight@washingtonpolicy.org

(206) 937-9691

MEETING LOGISTICS



Space

Meetings can take place wherever is most convenient for each mentor and mentee pair. Feel free to utilize local coffee shops and office spaces.

Structure

Your first meeting is a great time to:

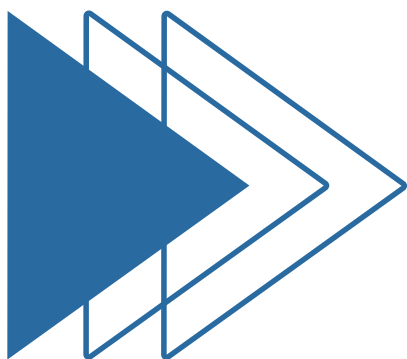
- Get to know each other.
- Discuss goals and topics of interest for remaining meetings. Included on the following pages are some conversation suggestions, but it's ultimately up to you how you'd like to structure your sessions.
- Develop a communications plan. Let each other know your preferred communication method (email, Facebook messenger, Slack, or anything else you'd like to use) so that you can communicate about upcoming meeting dates.

Duration

The Mentorship Program runs one year long. Meeting frequency and time may vary from each mentor/mentee match depending on what your schedules allow. We suggest meeting monthly or quarterly and for each meeting to last approximately one hour.

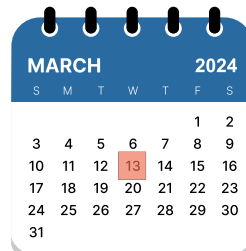


MEETING LOGISTICS



Progress Reports

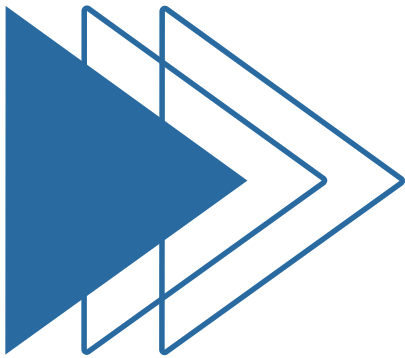
You and your mentor will both be asked to complete progress reports with YP staff via email on the following dates.



During each progress report, you'll be asked to provide a brief summary of what you've discussed thus far, highlights from your meetings, progress made, and any concerns you may have.



TOPICS & QUESTIONS

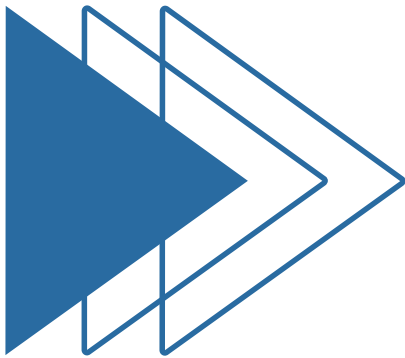


Mentee Experience & Story

- Tell me about yourself. How have your past experiences shaped who you are today?
- Where do you hope to be in 1 year? 5 years?
- How can your mentor help you achieve those goals?
- How have you grown from your first job into your current position?
- What are some highlights of your career thus far?
- Did you change your career plans after you graduated college?
- What experience(s) from your pre-professional life best prepared you for your career?
- When you were in college, what did you imagine yourself doing today?
- What is your greatest professional success, and biggest failure? How did you overcome it?
- What jobs have you held, and what are the most important lessons you've learned from each of them?
- What do you think was the most impactful moment or realization in bringing you to where you are professionally?
- What personal traits and characteristics do you value most in yourself and others?
- How did you know what type of job you wanted to pursue coming out of college?
- How long did it take you to realize what you wanted to do, and what was that "ah-ha" moment?



TOPICS & QUESTIONS



Activities

- Incorporate a combined meeting with another mentor/mentee pair you know.
- Mentor gives feedback on mentee's resume.
- Mentee practices responding to common interview questions, and mentor gives feedback.
- Mentee writes down the information they'd like to share in an "elevator pitch" when they meet new people.
- Mentor can show mentee different work spaces and communal areas of their organization's offices. It's also great to include fun or interesting spaces that are unique to their organization.
- Mentor sends out an article or shares a video, to be discussed at an upcoming meeting. This can be industry news, a blog post about a career topic, a headline about your organization, or an article you found interesting or helpful in your own career.

