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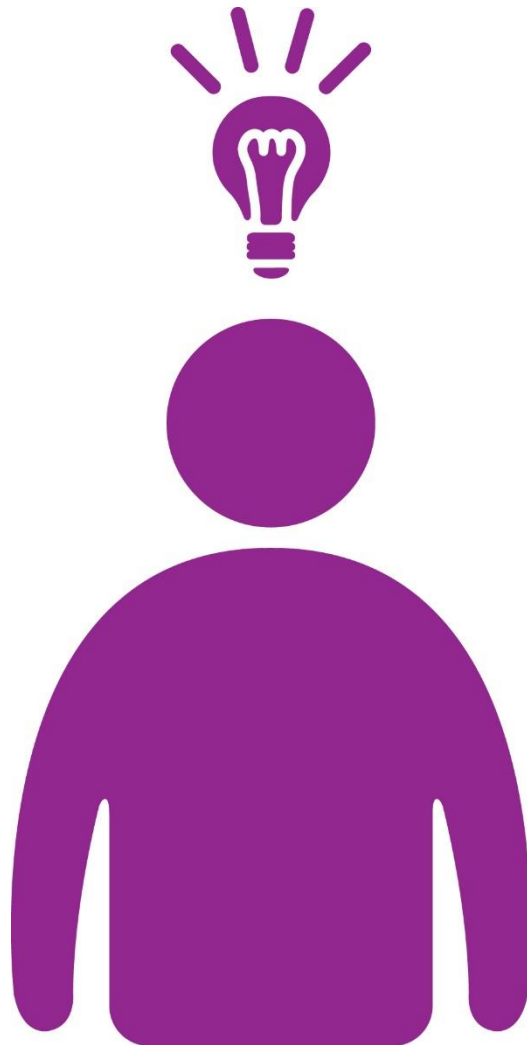
CEO Mentoring Program

MENTEE GUIDE



TABLE OF CONTENTS:

Purpose of the Ohio Alliance of YMCAs CEO Mentoring Program ...	Page 3
Goals of the CEO Mentoring Program	Page 3
Your Role as a Mentee.....	Page 4
Suggested Resources	Page 5
Questions to Think About as a Mentee	Page 5
Tips for a Successful Mentoring Meeting	Page 5
CEO Mentee Agreement	Page 6



Purpose of the Ohio Alliance of YMCAs CEO Mentoring Program:

The Ohio Alliance of YMCAs is excited to announce the CEO Mentoring Program to pair CEO mentees and mentors from across Ohio to support the mentee's professional development and strengthen their career path. Our goal is to encourage a culture of collaboration and support for leaders in the YMCA.

Goals of the CEO Mentoring Program:

- Provide professional development opportunities for CEOs
- Recruit future leaders and increase retention and career satisfaction
- Provide tools and resources to develop career paths
- Prepare mentees for leadership opportunities
- Further the mission, vision, and strategies of the YMCA movement and leadership roles
- Empower mentees to maximize their talents
- Create networking opportunities outside their current association
- Give CEOs the unique opportunity to work with experienced senior leaders in the Y



Your Role as a Mentee:

The mentee is typically a person who is interested in continuing to develop core skills that will positively impact their career.

A successful mentee:

- Looks for guidance from someone who has more experience and can help them navigate within the organization/movement
- Is willing to develop an action plan to target skills that require further development
- Collaborates with their mentor on the development of their plan
- Receives and responds to feedback to ensure they are targeting skills that are perceived as needing additional development
- Is responsible for initiating contact with the mentor based on their specific needs and is empowered to outline an appropriate meeting schedule with the mentor based on mutual availability



Suggested Resources: (can be found on LCDC)

- **Fundamentals of Mentoring: For the Mentor - eLearning and Guide**
- **Fundamentals of Mentoring: For the Mentee - eLearning and Guide**

Questions to Think About as a Mentee:

- What are you looking for in a mentor?
- How long have you been in the Y?
- What drew you to the Y?
- What is your Y passion?
- How do you want to communicate and how often?
- What have you experienced in your Y career journey?
- Why were you interested in the CEO Mentoring Program as a mentee?
- What agreements do we need to make as we begin this relationship?
- What should I accomplish in this relationship?
- What does success in this program look like for you?
- Where do you see yourself in the next 3, 5, 7, or 10 years?

Tips for a Successful Mentoring Meeting

Things to consider....

- Put energy in to getting the most of this opportunity.
- Your meetings are time to make time for you and only you.
- This is not a meeting with your Board Chair, but it is just as important—so why not treat it that way?
- How much time and attention do you put into preparing for a staff or board meeting? Do you take that much time to prepare for a meeting with someone about you? Now is the time to start learning to do so.

Things to do...

- Prepare before your call. Read this guide before every call and set your mood.
- Shut your door, or better yet leave the office.
- Turn off all your alerts—texts, emails, meeting reminders - all of it!

And remember...

- Everyone's measure of success is different, and this program is not designed to just check tasks off the list, it is designed to help you reach your best and authentic self so you can be an empowered and dynamic leader in the Y movement.
- Be honest and remember it's going to go both ways, you may not like what you say, and you may not like what you hear, but that's why you have a mentor.
- If it's personal, it's relevant. As much as we would like to convince everyone we leave it at the door, we all know that is just not true. But your mentor is not a trained therapist, but they may tell you to find one.
- Remember that this relationship is confidential – your mentor will not share your conversations with anyone else.
- Trust does not just happen. Give it time, and let the relationship develop.
- Your mentor is not going to map your career out for you, but they can help.

For questions or clarifications, please contact:

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CEO Mentee Agreement

Time Commitment: 12-month commitment including a minimum of one contact per month with mentor via in-person meeting, virtual meeting, or phone call.

Mentee Qualifications:

- Desire to learn and grow professionally
- Ability to be self-reflective
- Responsible for creating and working towards achieving the action plan agreed on by mentor/mentee
- Ability to establish a relationship based on equal responsibility and respect
- Ability to practice problem-solving skills and to suggest options and alternatives

Mentee Responsibilities:

- Make a 12-month commitment to developing and maintaining a mentor/mentee relationship with your assigned mentor.
- Mentee must commit to spending 1-2 hours per month with mentor, connecting at least once a month by in-person meeting, virtual meeting, or phone call (or more if desired and agreed upon by both mentor/mentee).
- Meetings are ideally held in person but can also be electronic (e-mail), phone, or virtual (i.e., online web conferencing).
- Mentee must commit to remaining engaged throughout the agreed upon time-period.
- Mentee should work with their mentor to craft a twelve-month personal and/or professional development plan.
- Consider your mentor's behavioral style. How can you communicate most effectively with them?
- Learn about professional development, corporate cultures, industries, and the value of emotional intelligence in business.
- Reflect on the advice you receive related to your professional development in the Y and executive career.
- At the end of each mentoring meeting, set up next steps or actions you are to work on until the next meeting.
- Explore/follow-through on advice, developmental feedback, referrals and opportunities presented to you by your mentor.