



**2024-25**  
**MENTORSHIP**  
**PROGRAM**  
**HANDBOOK**



## 2024-25 MENTORSHIP PROGRAM DETAILS AND GUIDELINES

Professional development and relationship building is at the core of NCEDA's mission, and **mentorship** is a key opportunity for NCEDA members to engage and learn from each other in a meaningful way. The NCEDA Emerging Executives Initiative is excited to announce the 2024-25 NCEDA Mentorship Program! **The application period is open August 23 – September 13, 2024.**

If you are an experienced practitioner or allied, apply to be a **mentor** and coach someone through a challenging project, advise on a career move, or be a sounding board for new ideas. If you are new to economic development, apply to be a **mentee** to find help with common project obstacles and have support in the advancement of your career. **This Mentorship Program is open to all NCEDA members.**

### Objectives

- This nine (9) month mentorship program aims to support those that are new to the field of economic development, including practitioners and allies as well as experts in the industry wanting to give back
- To establish a trusting relationship with accountability and responsibility between the mentor and mentee
- At the conclusion of the nine (9)-month mentorship program, each mentor and mentee will have the option to end or continue with the existing mentorship relationship and/or program

### Outline

This is a nine (9) month commitment from October 2024 – June 2025:

- **August/September:** Application Submission
- **Mid-September:** Application Review / Pairings
- **Late September:** Virtual Introductions and Orientation
  - Set expectations and determine communication preference (email, phone, virtual, and/or in-person)
- **October:** Kickoff Reception for Mentors/Mentees at Fall Conference
- **November – May:** Monthly Check-Ins
  - Expectation for one-hour meetings each month (virtual or in-person)
- **June:** Mentorship Celebration at Annual Conference

### Criteria

- Applicants must be members of NCEDA for the duration of the program.
- Applicants must be committed for the full nine-month period (*October 2024 – June 2025*).

## Mentorship Program Benefits

- Encourage professional and personal development
- Increase confidence and identify career goals
- Develop deeper relationships with other industry professionals
- Build a stronger field of North Carolina economic development professionals who will continue to bring prosperity to all parts of our state

## Mentor Characteristics

- Be available – provide your time, experience, encouragement, feedback, and advice
- Be an active listener – be attentive and remove potential distractions from your conversation
- Build on your mentee's strengths and give constructive feedback
- Be on time for meetings
- Be willing to admit you do not have all the answers, but offer to assist
- Be understanding
- Be approachable
- Take ownership of the relationship
- Help guide your mentee to identify realistic, attainable goals
- Share your experiences
- Celebrate successes
- Have fun

## Mentee Characteristics

- Be available
- Take ownership of the relationship
- Be open and honest – tell your mentor what you need from the relationship
- Be respectful of Mentor's time
- Be approachable
- Have fun

## Mentor Relationship Phases

It is important to establish a clear understanding of expectations at the first meeting. Each party should come prepared for all meetings so the relationship can develop smoothly.

<b>Purpose</b>	<b>Engagement</b>	<b>Growth</b>	<b>Completion</b>
Establish Compatibility	Build Rapport and Trust	Build Skills	Offer Reflection
Set Expectations	Clarify Expectations	Overcome Barriers to Growth	Build Confidence to Continue Growing
	Become Acquainted	Develop Growth Mindset	Pay it Forward
	Celebrate Milestones	Explore Accountability	
		Provide Feedback	

## Mentee: Build An Action Plan with Assistance from the Mentor

The mentee should brainstorm up to four career or work-related objectives (goals) to work on during the mentorship program. Together, you and your mentor should develop a plan of action to reach these objectives. Your mentor should help you determine where to focus and how best to accomplish these goals. Complete the form below for each goal early in the process, and continuously update it as needed.

### Example:

**Objective:** *Improve weekly staff meetings with my team.*

**Action Steps:** *Identify current friction points to improve; Create weekly agenda template; Assign roles in team meetings; and create a system for follow-ups after meetings*

Objectives (Goals)	Action Steps
Objective #1:	
Objective #2:	
Objective #3:	
Objective #4:	

## Mentee Skills Inventory Guide

**Instructions:** Review each skill in column one. In the next columns, indicate how comfortable you are in using each skill by checking **V (very comfortable)**, **M (moderately comfortable)**, or **U (uncomfortable)**. In column five, identify a concrete situation when you were either comfortable or uncomfortable using the skill. Insert a checkmark in column six for each skill you feel needs improvement.

SKILLS	V	M	U	EXAMPLES	NEEDS WORK
Establishing Relationships with Public Sector/Elected Officials					
Being an Active Listener					
Relationship Building					
Initiating Conversation					

<b>SKILLS</b>	<b>V</b>	<b>M</b>	<b>U</b>	<b>EXAMPLES</b>	<b>NEEDS WORK</b>
Keeping Agreements					
Operating from my Strengths					
Having a Positive Attitude					
Being Values-Centered					
Knowing my Vision/Purpose					
Having Emotional Intelligence					
Building Positive Habits					
Effective Goal Setting					
Taking Action Consistently					
Managing Time/Projects					
Being an Effective Communicator					
Welcoming Feedback					
Being a Change Agent					
Adapting to Change					
Having Problem-Solving Skills					
Having Self-Motivation					
Resolving Conflict					
Having Self-Reflection / Ability to Assess Self-Performance					
Being Resourceful					
Having Resilience in Light of Setbacks					

## Mentorship Program Conversation Starter Questions

**Instructions:** These questions are optional, but can help initiate conversations between the mentor and mentee.

1. Have you ever been involved in a mentoring relationship? What did you learn from that experience?
2. What would success look like for you?
3. What are the biggest challenges you're facing in your role right now?
4. Are there any skills you are struggling with or would like to improve?
5. What areas do you feel you need to work on or skills you need to develop to advance in your career?
6. What kind of feedback have you received recently, and how have you acted on it?
7. Looking back over the past year, what accomplishments are you most proud of?
8. Are there any upcoming opportunities or projects you'd like to get involved in?
9. What motivates you to stay engaged and productive in your work?
10. Where did you go to school?
11. What was your path to Economic Development?
12. What areas of Economic Development would you like to learn more about?
13. What areas of the profession have had a meaningful impact on your life?
14. What books, articles, and/or podcasts have you used to get a better understanding of this profession?
15. What unique life experience(s) has shaped your career path?
16. What are some tools you've used to deal with stressful situations?