



UFSC, Central MD Mentorship (Pilot) Program

Program Background

The Urban Financial Services Coalition, Central Maryland is dedicated to the professional development of minorities in the financial services industry.

This Mentorship (Pilot) Program is specially designed to allow UFSC members to examine career paths, job skills, leadership skills and take advantage of networking opportunities. In addition, it will create a link to advisory board member and senior executives in the financial services industry to enhance the value of UFSC membership.

Role and function of a Mentor

- Serves as an advisor, coach and role model.
- Is willing to share perspective and insight in a non-competitive manner.
- Allows one to repay, in some measure, the intrinsic benefits he or she has derived from the profession.

Responsibilities of Mentees

- Be prepared to discuss professional interests, goals and values with their mentors.
- Actively participate in the process of building the mentoring relationship. This means communicating, listening, changing behavior and self-assessment.
- Be open to new ideas.
- Want to grow professionally and are prepared to take risks (move out of their comfort zones).

Selection Process for Mentees

- Current member
- Willingness to complete program and provide feedback

Approach

- Mentor and mentee have (6) meeting beginning April 2004 through September 2004.
- The initial face-to-face meeting will be to discuss the objectives and expectations of the relationship, the needs of the mentee and how they will communicate. Subsequent meetings can be conducted via face-to-face meetings, during lunch, or via the phone. The final meeting should be a face-to-face meeting would be to conduct a final review of the objectives and goals.
- Expectations could include:
 - frequency of contact, the availability and the accessibility of the mentor and mentee
 - amount and kind of support that are needed by the mentee or that can be provided by the mentor
 - various roles the mentor finds comfortable: listener, supporter, advisor, guide, counselor, role model, friend, nurturer or resource in the background
 - range of roles the mentee will find comfortable: listener, observer, initiator of requests for help or guidance, need for nurture or autonomy
 - As the relationship developments, assess progress, re-define objectives and build on progress.

Effective Mentors

- Welcome the opportunity to take a personal interest in the career development and well-being of mentees
- Want to share knowledge, materials, skill and experience with those they mentor
- Maintain a positive and encouraging outlook
- Are willing to listen and provide honest feedback
- Offer support, challenge, patience and enthusiasm while they guide others to new levels of competence
- Point the way and represent tangible evidence of what one can become
- Expose mentees to new ideas, perspectives and standards, and to the values and norms of the profession

Tips for Mentor/Mentee Visits

Resume Review – Ask to see the mentee’s resume to gauge the mentee’s education and experience.

Mock Interview – Conduct mock interview to gain additional insight on interviewing skills.

Plan Networking Activity – Arrange to connect mentee with key people in the industry of choice.

Leadership Activity – Ask mentee to assume a leadership role on a board or chair an activity.

Presentation Skills – Ask mentee to prepare a presentation and/or critique a presentation.

Research Skills – Ask mentee to research programs in the specific areas of interest including higher education, leadership programs and career opportunities within or outside of the workplace.

Meeting Skills – Ask mentee to plan or conduct a meeting.

Wrap & Reflection

1. What knowledge or skills have you enhanced during the mentorship program?
2. Did any other ideas for careers come from this mentorship program?
3. Which parts of the mentorship program were really interesting?
4. What knowledge or skills do you need to strengthen personally?

Advisory Mentors (thus far):

1. Clarice Jones
2. Rahn Barnes
3. Adrian Johnson
4. Reginald Exum
5. Cathryn Perry
6. Carolyn Smith
7. Marcia Tuck
8. Bert Hash
9. Maxine Mabry
10. Carolyn Smith