



ALUMNI MENTORING PROGRAM



PHI DELTA THETA

Become the greatest version of yourself



DISCOVERING MENTORS AND MENTEES

Having an alumni mentorship program within your chapter not only provides your members with the opportunity to further develop themselves outside the classroom, but it also re-engages alumni and enacts the lifelong membership experience. Before starting a mentorship program, it is important to understand where to discover potential mentors and how to identify undergraduate mentee candidates.

DISCOVERING ALUMNI MENTORS

- Seek mentor referrals from your chapter advisory board or province president.
- Connect with your local alumni club to seek referrals of mentor candidates.
- Seek referrals from your chapter's parents club or parents of current members.
- Include a call to action for mentors on your digital platforms that you use for alumni communication.
- Ask your university's student success center (or similar office) for referrals of alumni mentors or community programs.
- Request a contact information list of local or chapter alumni from General Headquarters.

IDENTIFYING UNDERGRADUATE MENTEES

- Introduce a voluntary platform for any member who is seeking mentorship from an alumnus.
- Utilize the Phikeia education process to connect emerging leaders with alumni mentors early in their fraternity experience.
- Connect junior members to alumni mentors to keep them engaged and continue to provide value to their membership.
- Connect senior members with alumni mentors as a means of preparing them for their professional careers after graduation.
- Utilize the members of the chapter advisory board to mentor executive board and/or general officers within their purview.
- Develop a system that rewards top performers with an alumni mentor.

MENTORS:

MENTEES:



KEYS INDICATORS TO SUCCESSFUL MENTORSHIP

To implement a successful mentorship program, a chapter must actively communicate direction, expectations, and desired outcomes to both alumni mentors and undergraduate mentees. Utilize this document to help you gain a better understanding on the key indicators to a successful mentorship.

FOR ALUMNI MENTORS

- Have a sincere desire to help someone develop without any official reward. Genuinely want to see someone else succeed.
- Have the ability and availability to commit real time and energy to the mentoring relationship. A strong mentoring relationship takes time and effort.
- Share current and relevant industry or organizational knowledge, expertise, and/or skills. The best mentors have deep knowledge in an area that the mentee wishes to develop.
- Have a willingness to share failures and personal experiences. Mentors should share both their “how I did it right” and their “how I did it wrong” stories. Both experiences provide valuable opportunities for learning.
- Have a growth mindset and learning attitude. The best teachers have always been and always will be those who remain curious learners themselves.
- Be skilled in developing others. This includes characteristics such as: active listening, asking open-ended questions, self-reflection, providing constructive feedback, and being able to share relevant personal and professional stories.

FOR UNDERGRADUATE MENTEES

- Be willing and committed to expanding capabilities and focused on achieving professional results.
- Be clear about career goals, needs, and wants. Be clear about what you hope to get from mentoring relationship.
- Be willing to ask for help, show vulnerability, and explore different paths and perspectives. Be open and receptive to learning and trying new ideas.
- Be able to seek and accept feedback—even the constructive kind—and act upon it.
- Be personally responsible and accountable. Mentors find fulfillment in action, development, and growth of their mentees.
- Be ready, willing, and able to meet on a regular basis. Relationships take time to develop, so mentees must also be committed to upholding their end of the bargain.

CHAPTER SPECIFIC INDICATORS:



THE MENTORING RELATIONSHIP

The relationship between mentor and mentee is something that needs to be intentional and meaningful. It is done through a mutual understanding that the two sides are engaging in a way that is growth and goal oriented. Both parties need to actively involve themselves in the mentorship through their respective roles.

SET A STRUCTURE

At the beginning of the mentoring process, both parties should build a foundation for what the relationship will consist of and what types of logistics need to be involved and planned out for the mentoring to be successful. Some things to consider discussing and laying a framework for are:

- **Contact and Response Times:** Who reaches out to whom and how long should a response take?
- **Meetings:** When, where, and how often?
- **Confidentiality:** What are things that you are willing to talk about and what would you rather not be discussing?
- **Purpose:** What is the focus of the mentoring and what are the boundaries that should be set to keep things on track?
- **Feedback:** How would you like feedback to be given and received?
- **Goals:** What would each person want as a result of this experience?
- **Accountability:** How would each of you want to be held accountable?

BUILD A RELATIONSHIP

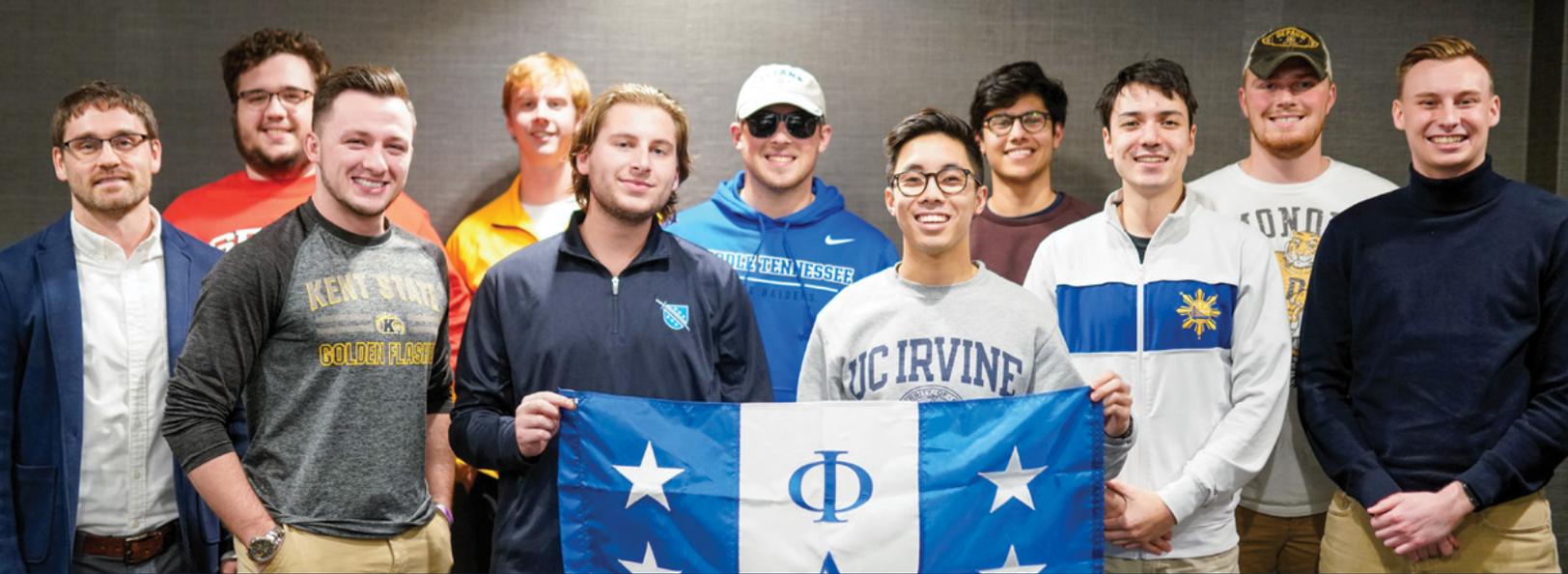
A strong mentoring relationship is like any other relationship—it will take time to build and develop. Before either starts to dive into mentoring, it is important to get to know one another as people first. This can be done through casual rapport building meetings and interactions. Without establishing a strong relationship, mentoring can become ineffective or just another check box interaction for one or both parties to complete. Start informally, but try to get to know each other on a deeper level.

- Tell me about what your childhood/upbringing was like?
- Who have you looked up to most in your life? Why?
- What has been your most challenging experience? How did you overcome it?

REFLECT AND EVALUATE

Every so often, take a step back and check in with one another to ensure that the desired experience is being attained. Some questions to ask are:

- What has been most rewarding for you thus far?
- What have you found most valuable (personally or professionally)?
- What more can I do to improve our mentoring partnership?



MENTORING MEETINGS

Below you will find a number of mentoring meeting theme suggestions that cover a variety of topics and competencies that are critical for the development of today's young professionals. These outlines are meant to serve as general outline for mentors and mentees to further their knowledge, skills, and mentoring relationship.



RAPPORT BUILDING

Effective mentoring has an equal balance between a personal and professional relationship. The goal of this meeting is to build a strong foundation that will allow your mentoring flourish into a personal and effective relationship.

LEARN MORE:

[Be friendly but stay professional](#)

[Top tips for a successful mentor-mentee relationship](#)

[How to be a great mentee](#)



PERSONAL AND PROFESSIONAL GOALS

A major component of a mentoring program is accountability. Mentors serve as a great resource to help set, track, and reinforce personal and professional goals. The goal of this meeting would be to help your mentee set personal and professional goals, help them understand the purpose and meaning of their goals, and seek ways in which you can assist them in achieving their goals.

LEARN MORE:

[How to set goals](#)

[SMART goal template](#)



MENTORING MEETINGS



EFFECTIVE LEADERSHIP

Being in a fraternity has natural leadership opportunities but translating that into effective leadership in the workplace as a young professional can be tricky. The goal of this meeting is to help your mentee understand how to translate their leadership skills beyond their chapter or college campus.

LEARN MORE:

[Five basic principles of highly effective leadership](#)

[Six key components to effective leadership](#)



EMOTIONAL INTELLIGENCE

Having a strong understanding of one's emotional intelligence is an immensely helpful competency in today's workforce. The goal of this meeting is to help your mentee understand what emotional intelligence is and how they can strengthen their own.

LEARN MORE:

[Why coaching is all about emotional intelligence](#)

[The most important leadership quality today and how you can develop it](#)

[Five simple hacks to sharpen your emotional intelligence](#)



SERVANT LEADERSHIP

Being a servant leader is one of the most important competencies companies and hiring managers seek in a potential employee today. The goal of this meeting is to help your mentee develop an understanding of what it means to be a servant leader and how they can begin to incorporate servant leadership strategies into their leadership style.

LEARN MORE:

[Center for servant leadership](#)

[Servant leadership and the rule of seven](#)



MENTORING MEETINGS



STRATEGIC FORESIGHT

Having strategic foresight is critical for achieving personal, professional, and organizational goals. The goal of this meeting is to help mentees understand the purpose of strategic foresight and how to apply it to their short- and long-term personal and professional goals.

LEARN MORE:

[Leveraging the power of foresight](#)

[The art of foresight: preparing for a changing world](#)



PROBLEM-SOLVING

Due to technology and other societal factors, most young professionals may lack the general expectations and skills related to solving problems and being solution-minded. The goal of this meeting is to help your mentee understand how to determine causes, identify possible solutions, and implement solutions.

LEARN MORE:

[The four most effective ways leaders solve problems](#)

[Seven steps for effective problem solving in the workplace](#)



CAREER DEVELOPMENT

Having a career goal is one thing, but by helping your mentee map out their plan to get there will be a critical component for them to achieve their goals. The purpose of this meeting is to help your mentee identify professional development opportunities related to their desired field and review basic necessities to prepare them for applying and interviewing for job or internships.

LEARN MORE:

[How to prepare for an interview](#)

[How to build a crazy effective résumé that gets top results](#)



MENTORING MEETINGS



NETWORKING

Having the ability to network with over 170,000 living alumni is one of the largest value-adds of being a member of Phi Delta Theta. The goal of this meeting is to teach your mentee how to tap into those networks and other through a variety of networking tactics. This would also be a good time to introduce them to someone within your network with relevant experience.

LEARN MORE:

[Learn to love networking](#)

[How the class of 2020 can expand their professional networks](#)



STUDY TIPS

Many students may intend to take a standardized test as part of furthering their education beyond undergraduate studies. The goal of this meeting is to help them understand some basic study tips and how they can apply them to their current and future academic pursuits.

LEARN MORE:

[Good study habits](#)

[Good study tips for successful students](#)



PROFESSIONALISM

Transitioning into the workplace after college and professionally adapting can be a challenging obstacle for some young professionals. The purpose of this meeting is to address some of the most common misbehaviors of young professionals and discuss professional expectations for today's workplaces.

LEARN MORE:

[The rules of professionalism](#)

[Professionalism in the workplace](#)



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