
ISM-Atlanta



Mentoring Program

Outline

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Mentoring Program – What is it?

A volunteer service offered by ISM-Atlanta members for students, new career professionals and experienced professionals considering career transitions in supply-chain.

What this Program is not—

- A work program, whether for pay or for free.
- An avenue for the student or experienced professional to seek employment with the Mentor's company or organization.
- In any way affiliated with any internship program at the Mentor's company or organization.

Suggested Time Requirements

- Six month commitment
- Sessions should occur once a month and based on arrangements that fit the schedules of both parties
- Sessions should run about 1-1/2 hours each
- Generally 6 to 8 sessions per mentorship
- Pre-arranged meeting times and locations determined by matched pair

Commitment

Mentors & Mentees Must sign a Contract committing to:

- Value each other's time
- Respect the each other's experience and knowledge
- Stay in touch
- Keep scheduled appointments
- Be on time and be prepared
- Be fully engaged

Benefits to the Mentee

Mentee will gain:

- New knowledge for career planning and professional development
- Acquire insight into the dynamics of company cultures, politics and etiquette
- Make new contacts and grow a network
- Gain greater career clarity from advancing profession
- Gain self confidence

Benefits to the Mentor

Mentor will gain:

- An opportunity to share expertise and professional experiences.
- Earn **CEH** credit hours
- Demonstrate ability to develop new talent
- Acquire a fresh perspective on professional issues and work/life balance (get out of your rut!)
- Perform a valuable community service
- Advance ISM standards for future generations of ISM professionals
- Pay it forward!

Suggested First Meeting

- Initial email or phone contact
- First meeting at the mentor's place of work – sets the tone
- Identify and agree on goals, venue, time, frequency, rules of engagement, etc.
- Tour the mentor's workplace
- Review resumes of both Student and Mentor
- Set the next meeting date at the end of every session

Suggested Activities Over the Year

- Discuss career goals, paths, challenges and possibilities
- Discuss current business issues
- Talk about various industries and roles
- Attend a business meeting with mentor
- Discuss a typical day-in-the-life
- Attend professional association meeting
- Provide feedback on student's course work
- Practice interviewing skills

Process Matching Mentor with Mentee

- ISM-ATL will gather and disseminate information pertinent for selection a Mentor/Mentee
- ISM-ATL will match a mentor with a mentee and allow the parties to work out their schedules
- If there is currently a shortage of mentors, ISM-ATL will work on identifying other ISM members to participate in the program
- Once we identify additional mentors we will contact any mentees not assigned a mentor