



A Mentoring Program

Merging the Professional with the Potential

Pittsburgh Airport Area Chamber of Commerce
850 Beaver Grade Road, Suite 101
Moon Township, PA 15108
412.264.6270 | paacc.com

Introduction

Mentoring is a relationship between two individuals where a senior, more experienced individual, called the mentor, provides support, guidance and advice to a less experienced individual, called the mentee. Mentoring is a way to pass on your knowledge to someone who can benefit from your experiences.

The purpose of a mentorship program is to offer mentoring support and assistance to our members. Participants in the program will offer three hours of their time within a six month period where the parties can meet for coffee and/or cold drinks at a location of their choice. At these sessions, the mentor will provide free advice and guidance to the mentee. There are no costs involved in this program.

Benefits of Mentoring

MENTOR	MENTEE
Sharing of ideas	Professional insight
Expanded personal network	Expanded personal network
Personal contribution and fulfillment	Sounding board for new ideas
Successful Chamber Membership	Positive personal development

Attributes of Exceptional Mentor/Mentee

MENTOR	MENTEE
Caring and patient	Appreciative
Attentive listener	Open-minded
Strong problem-solving ability	Coachable
Leadership	Responsible
Reliable and committed	Reliable and committed
Open-minded	Attentive listener
Discreet with sensitive information	Willingness to grow

Eligibility for Mentoring Program

MENTOR	MENTEE
Employees of members of the Pittsburgh Airport Area Chamber of Commerce in good standing	Employees of members of the Pittsburgh Airport Area Chamber of Commerce in good standing
In business for at least two years	

The Process to be a Mentor

- Mentor will complete an application and, if requested, be interviewed by the Chamber.
- The Chamber will match the mentor with a mentee and notify each party.
- Mentor will contact mentee to arrange a meeting.
- Mentor commits to meet three times over a six month period to discuss the area of growth the mentee is concerned with.
- Mentor is responsible for designating where the meeting will take place.

The Process to be a Mentee

- Mentee will complete an application and, if requested, be interviewed by the Chamber.
- The Chamber will match the mentee with a suitable mentor and notify each party.
- The mentor will contact the mentee to arrange a meeting.
- Mentee commits to meet three times over a six month period to discuss both their areas of desired growth and business needs.

Example Scenarios

- A business owner wants help with networking. They would benefit from a match with a business coach or someone successful in networking.
- An office assistant wants to move into sales. A mentor in sales would be helpful to describe duties, skills, and contacts necessary to making a successful transition.
- An accountant wants to get ideas on how to move up in their firm. This accountant requests help from a senior partner at one of the Chamber's accounting firm members.

Program Policies

- The mentor/mentee relationship does not have to end after the three-hour commitment is fulfilled. It is up to the participants if they would like to continue meeting or not.
 - This program is not for solicitation of goods and services. Violators will be removed from the program.
 - Both mentor and mentee are to maintain confidentiality regarding their discussions.
 - These relationships can be terminated at any time by either party.
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“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.”

-Steven Spielberg



APPLICATION FORM: MENTEE

Date: _____

Employee Name: _____

Business Name: _____

Business Address: _____

City _____ State _____ Zip _____

Preferred Phone: _____ W: _____ H: _____ C: _____

Preferred Email: _____

Web Address/Online Portfolio: _____

What areas of growth are you seeking from a mentor/why do you want to be a mentee?

MENTEE PROGRAM GUIDELINES

The mentee will commit to a minimum of three (3) hours of mentoring over a six month period of time.

The mentee will seek support and guidance from the mentor.

The mentee will not sell services or products in any way.

The mentee will follow through on commitments.

The mentee will be on time to scheduled meetings.

The mentee will keep conversations with mentor confidential.

The mentee will refrain from non-professional mentee/mentor relationship.

Any problems should be directly reported to the PAACC at 412.264.6270.

I have read the Mentee Program Guidelines.

APPLICANT SIGNATURE: _____

DATE: _____



APPLICATION FORM: MENTOR

Date: _____

Employee Name: _____

Business Name: _____

Business Address: _____

City _____ State _____ Zip _____

Preferred Phone: _____ W: _____ H: _____ C: _____

Preferred Email: _____

What are your areas of expertise? _____

How many mentees would you be willing to work with in a six month period?

MENTOR PROGRAM GUIDELINES

The mentor will commit to a minimum of three (3) hours of mentoring over a six month period of time.

The mentor will not attempt to drive the relationship, but be a source of support and guidance.

The mentor will not sell services or products in any way.

The mentor will follow through on commitments.

The mentor will be on time to scheduled meetings.

The mentor will keep conversations with mentee confidential.

The mentor will refrain from non-professional mentee/mentor relationship.

Any problems should be directly reported to the PAACC at 412.264.6270.

I have read the Mentor Program Guidelines.

APPLICANT SIGNATURE: _____

DATE: _____