



Professional Mentoring Program Guidelines

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PMI Mile Hi Mentoring Program Participant Guidelines

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PMI Mile Hi Mentoring Program Participant Guidelines

Welcome to the PMI Mile Hi Mentoring Program. These program guidelines will provide definitions, process, guidance, and standards for the PMI Mile Hi Mentoring Program. Acceptance and continued participation in the program will be guided by a mentor or mentee's adherence to the guidelines.

What is a Mentor?

A mentor is a trusted counselor or teacher; an influential senior sponsor and supporter. While participating in the PMI Mile Hi Mentoring Program, a mentor will guide, counsel, and support an assigned mentee for an assignment period. During this period, all guidance is to assist the mentee in meeting the stated mentee program goal(s).

What is a Mentee?

A mentee is a person who is guided by a mentor. The mentee will provide an attainable goal or goals that can be met, or significant progress toward the goal can be made, within the assignment period.

Benefits of Mentoring and the Program

Helps, Supports, Builds, Develops

Program mentors and mentees come from different levels and backgrounds. This program leverages diversity and knowledge to help generate creative solutions to human development and work challenges. The program also leverages talent and creativity of participants, encouraging growth in the context of stated professional development goals. Mentoring within the PMI Mile Hi chapter focuses on introspective growth benefiting the person and all organizational endeavors without a specific organization bias.

Problem Solving and Developing Leadership Qualities

Through the wisdom and experience of teams, participants gain new perspectives on finding solutions to facilitate development. The program nurtures and grows leadership qualities in each participant, whether mentor or mentee development.

Builds Interpersonal & Communication Skills

Professional mentoring offers a safe environment for participants to share ideas and wisdom without the bias of a specific company. Participants realize the value of learning from those around them in the profession. Ideas, learnings, and decision making used in this professional mentoring program can be shared forever to assist others in need of increasing development.

Maximize the Mentoring Experience

Professional mentoring through the PMI Mile Hi Mentoring Program is a collaborative partnership between the mentor and mentee. Mentoring is a learning and discovery process to assist each participant in moving forward in new ways. Participants should be open in communication of goals and various ways to achieve them. The effort put into the process by the mentee and mentor will achieve the professional development results.

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Mentoring within the 1on1 Mentoring Program

The 1on1 Mentor program is a 6 month assignment period meant to assist in the professional development of mentees. Guidance from the mentors should focus on assisting the mentee meet the stated goal for the program. Mentoring can take on several forms like providing advice, teaching on specific topics, listening and answering specific questions, etc.

Meetings, Conversations, and Interactions within the Program

The 1on1 Mentor program is part of the PMI Mile Hi Chapter and all mentoring should be done in a professional manner. While participating in the program, it is advised that agreed upon days, hours, and meeting places be discussed and kept within public/professional settings. Participation within the program will adhere to PMI ethics in project management.

1on1 Mentor Program Process

Application and Matching

Any PMI Mile Hi member desiring to participate in the program as a mentor or mentee may complete the [PMI Mile Hi Mentoring Program Application](#) and email application resume/bio to 1on1mentor@pmimilehi.org.

Application details will then be reviewed for matching to an available mentor or mentee. Please ensure the application is completed in entirety for best chances of participation in the program.

Assignments

After an assignment is identified, the mentor and mentee will be notified. After notification, the mentee and mentor can begin discussions and plans that may facilitate meeting the mentee goal.

NOTE: It is the mentee's responsibility to contact the assigned mentor to start discussions and set up plans for future communication.

Reporting and Tracking

After assignments have been made, the mentee will complete a PMI Mile Hi 1on1 Mentor Program Report every month. The survey report link will be shared as part of the mentor / mentee assignment.

PMI Mile Hi will track the number of meetings and hours for the mentee/mentor matches as a whole. This provides measurable results of the program to the Mile Hi Chapter. At the end of the reporting form, there is a section for comments/suggestions. Suggestions provided on the report survey will be reviewed for continual improvement of PMI Mile Hi Mentor program.

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Mentoring Program Support

There is no guarantee that all applicants will be matched for participation in the program. When this occurs, the unmatched applicants will be provided communications and next steps for potential future participation.

The initial duration of mentor and mentee matching is a six month period. However, there may be reasons to complete the match period early (i.e., goals have been achieved, mentor or mentee moves out of state, etc.). In those cases, the mentee and mentor should have a prompt, professional conversation to agree upon a mutual end. An email should also be sent to 1on1mentor@pmimilehi.org to close the tracking reports, and allow for future matching availability.

There is also the possibility of applicants becoming dissatisfied with the match. If there are concerns that cannot be resolved within the mentor/mentee match, please contact 1on1mentor@pmimilehi.org with additional information and a proposed solution. There are no guarantees of a re-match within the current phase. However, options may be provided where you do not have to stay with the undesired match.

If there are any challenges/issues or questions that come up while participation in the program, please send an email to 1on1mentor@pmimilehi.org. If the mentor program issue or question is not resolved to satisfaction, please contact the VP of Membership at membership@pmimilehi.org.

PDU Policy – Mentoring Program Participation

Each credential holder participating in the mentoring program may claim PDUs.

- The credential holders doing the mentoring can list the activity under the “Share Knowledge” category, which is under the “Giving Back” column.
- The mentees can list the activity under the “Informal Learning” category, which is under the “Education” column.

It is the responsibility of the mentoring program participant to track their hours for the purposes of claiming PDUs. If you have any questions or concerns, please contact PMI Customer Care at customercare@pmi.org.

Celebration of Goals

Periodic Mentor Program group events may be held to celebrate the mentoring activities and progress toward meeting the goals for the mentors and mentees. Mentor Program events will be coordinated by PMI Mile Hi.

Life After Mentoring

A successful mentoring process serves as a catalyst for long term development and will enhance many skills for the future. Growing the mentoring experience and helping people doesn't stop here. Actually,

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growing and mentoring never stops. Mentees may enroll into additional mentoring relationships, if desired, by completing a new application with updated goals.

Thank you for your support in the mentoring program! Please email 1on1mentor@pmimilehi.org for any additional questions about the program.

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Appendix: Visual Process Flow Summary

