



**LEHIGH**  
UNIVERSITY



## Finance & Administration Mentoring Program Introduction/Background

Mentoring has become one of the Strategic Initiatives identified and approved for F&A and as such, it has been developed into a formal mentoring program. Our F&A Mentoring program aims to foster the professional development of our staff members and to encourage the sharing of critical information and skills from one person to another.

### FAQ's

#### What is mentoring?

"Mentoring is a relationship between an experienced person and a less experienced person for the purpose of helping the one less experienced. The mentee seeks the advice and support of the more experienced person. Mentors answer questions concerning the tasks that their protégés need to succeed in reaching their goals. The mentor provides wisdom, guidance and counseling as mentees advance their lives, careers, or education." Cecily Richard

"Helping someone else learn something that would have otherwise been learned less well, more slowly, or not at all." Chip Bell, author *Managers as Mentors*

Mentoring should not be confused with succession planning (there is no implied succession planning with this initiative).

#### What is the purpose of the F&A program?

The purpose is to foster the development of future leaders and to pass critical information and skills from one person to another.

#### Who is this program intended for?

The program is for F&A exempt and non-exempt staff only.

**What is the process?**

The mentoring relationship will be initiated by an application endorsed by the supervisor and a non-binding Mentoring Program Participant Agreement which includes the specifics on the relationship, including confidentiality, time commitments and expectations.

Mentoring partners will be matched based on the content of their application/questionnaire, their employing department, work experience, and other relevant factors. A significant effort will be made to match a mentor and mentee to provide maximum opportunity for a successful mentoring relationship.

**Is there an orientation or training component?**

Both mentor and mentee will attend a half day orientation and training session (our Launch Luncheon!) launching their formal mentoring relationship.

**What is the length of the program?**

This voluntary program was launched in the summer 2012 and runs every fall and spring semester. The program duration is 6 months, though mentors/mentees may decide to extend the relationship beyond 6 months.

**What is the expected time commitment?**

The amount of time a mentor and mentee choose to invest in the relationship varies based on needs, expectations and desires of both parties. Some meet once a month, others more frequently – it's up to you!

**What are the benefits to the mentor?**

Mentors will receive significant benefits through the relationship. Being recognized as a role model by peers is motivating for many. Mentors will be able to use this relationship to expand their own knowledge by gleaning from the experience, talents and skills the mentee brings to the partnership. They will also be able to enhance their own interpersonal communications and coaching skills. Mentoring should be a reciprocal partnership where each party learns from the other!

**What are the benefits to the mentee?**

Mentees will identify a specific professional developmental need, knowledge, skills, insights, etc. and will tap into the experience, talents and skills of the mentor to address this need. Mentees who have a commitment to personal accountability for their own growth and development will benefit from a reciprocal partnership where each party learns from the other. Additionally, you will expand your professional network at Lehigh!