



MENTORSHIP PROGRAM

BRIDGING THE GAP TO SUCCESS

GUIDE FOR SUCCESS FOR NEW MENTEES



TABLE OF CONTENTS

- 3 Mentorship Program Summary**
- 5 Sample Timelines**
- 6 Potential Conversation Topics**
- 8 How to be a Great Mentee**
- 10 Suggested Readings**
- 11 Antitrust Reminder**



MENTORSHIP PROGRAM SUMMARY

To provide young professionals in the Plastics Industry the opportunity to mentor with an experienced industry professional for direct guidance on their career

FOR THE MENTEE

Mentee Benefits

- To gain visibility and exposure within the Plastics Industry
- Improve current job skills and knowledge
- Have access to an individual who can serve as a sounding board for career development

Mentee Expectations

- Prepare thoughtful questions
- Be ready to discuss real challenges on your path
- Listen carefully and report back on progress
- Initiate conversations
- Take ownership in personal growth
- Meet at least quarterly

FOR THE MENTOR

Mentor Benefits

- Improve communication skills with young professionals
- Pass knowledge and information to the next generation of leaders
- Gain insight on frustrations, ideas, and issues that young professionals may face

Mentor Expectations

- Answer questions and offer advice to the best of your ability
- Guide, encourage, and support the mentee
- Meet at least quarterly

MEETINGS AND FORMAT

How are meetings conducted?

- Mentors and mentees can meet virtually or face-to-face and should meet for a minimum of one hour per quarter. Mentees are responsible for scheduling meetings,



MENTORSHIP PROGRAM SUMMARY

preparing the agendas, and all other pre-meeting work. This will ensure that the discussions touch on the topics that matter most too each mentee.

Program Format

One-year commitment with minimum quarterly 60-minute call or meeting
Potential for in-person meetings at MAPP conference and other events

Monitoring Process

- Mentor/Mentee will have the opportunity to complete surveys during their time paired
- Help provide MAPP YP Committee with an understanding of the program successes and improvement opportunities

What happens when the year ends?

- If both parties agree, they may continue to meet. Or, they can reapply to become a mentor or mentee with a new partner.

Contact MAPP

- If you have questions or concerns, contact Tony Robinson at trobenson@mappinc.com or 317-913-2440.



SAMPLE TIMELINES

Each mentor/mentee relationship and execution looks and feels different. While mentorship pairs are required to meet at least once per quarter, many feel that more frequent interactions is necessary and beneficial. Below are three optional, sample timelines that mentors pairs can adopt and adapt based on their expectations and availability.

SAMPLE TIMELINE 1

- **First Quarter** (within 30 days of being paired): First meeting and discuss future professional and personal goals
- **Second Quarter**: Develop plans of action to improve skills along with potential challenges and roadblocks
- **Third Quarter**: Check progress and discuss conversation topics
- **Fourth Quarter**: Reflect on the year and plan for the future

SAMPLE TIMELINE 2

- **January-February**: First meeting
- **March-April**: Discuss future professional and personal goals
- **May-June**: Create plans for development and improvement and go over conversation topics
- **July-August**: Check progress and discuss challenges and barriers
- **September-October**: Check progress and go over the conversation topics
- **November-December**: Reflect on year and plan for the future

SAMPLE TIMELINE 3

- **January**: Have first meeting
- **February**: Discuss professional and personal goals
- **March**: Discuss challenges and barriers currently being faced
- **April**: Discuss self-awareness and identify areas for improvement
- **May**: Create plans of action for development
- **June**: Talk about experiences and brainstorm solutions to challenges
- **July**: Check progress on plans and discuss leadership/Teamwork
- **August**: Discuss managing up the chain of command
- **September**: Check progress on plans and make adjustments if needed. Discuss motivating and empowering others
- **October**: Discuss the manufacturing industry as a whole
- **November**: Check progress on plans and discuss plans for next year
- **December**: Reflect on the year



POTENTIAL CONVERSATION TOPICS

Mentorship pairs may find it beneficial to use the following conversation topics to help guide their conversations, especially in the beginning. These optional topics will assist mentors/mentees to establish a bond and trusted, guided relationship.

1. First Meeting

- Introductions
- Discuss both of your career and educational backgrounds
- Discuss your goals and objectives for the year in the mentorship program
- Decide on the best form of communication for scheduling future meetings (i.e. telephone, email)
- During the first meeting, discuss what topics may be off limits, establish confidentiality.
- Review Antitrust Agreement

2. Career Planning

- Continue your discussion about your mentor's history
- Discuss 5-10 year planning and how you both plan to achieve your goals
- Discuss skills necessary to achieve these goals

3. Work/ life balance

- Discuss the challenges in achieving work/life balance
- Create a plan or tips to ensure that you are able to achieve professional success without sacrificing your personal/family life

4. Leadership/Team Work

- Discuss the importance of leadership and teamwork as it relates to success
- What challenges do you each face in being part of a team
- What traits make a good leader
- How can you improve your leadership skills

5. Upcoming Professional Challenges

Discuss issues faced over the course of this year

Discuss lessons that you have each learned

Discuss other topics that you have not previously covered but wish to share with each other



POTENTIAL CONVERSATION TOPICS

6. Managing up the chain of command

Generational Differences

Communicating new ideas without stepping on toes

7. What actions were taken since your last meeting?

- What worked? What didn't? How can we change the things that didn't work?

8. Real life experiences

- Was there a time you made mistakes and felt like you failed?
- How did you bounce back?
- How did you learn to embrace risk taking?

9. Self-Awareness

- Where do you see my strengths?
- What do you see as some of my blind spots and how can I improve?

10. Skill-Building

- What skills do I need to move ahead?
- Do you have a template that you use for personal development?

11. Delegation

13. Motivating and empowering others

14. Ethics challenges for leaders

15. Building effective teams



How to be a Great Mentee

Apr 27, 2018

Ashira Prossack, Contributor

Forbes

It's well established that having a mentor benefits women in the workplace. It's a fantastic way to build a relationship, learn new skills, and further your career. How can you, as a mentee, get the most out of this relationship?

Take action.

Your mentor isn't there to do the work for you, they're there to help you do your work better. Put the new skills you've worked on with them to use in your everyday work. If you've asked for help writing a document, have a draft ready for them to look over. If they've given you something to work on, make sure you do that in time for your next session. If they've opened doors for you, make sure you walk through them!

Ask questions.

Curiosity will serve you well as a mentee. You should be hungry to learn, improve, and grow. In a way, this relationship is almost entirely focused on you, so take advantage of that! Ask thought provoking questions that lead to discussions. Have a hearty debate over an issue you feel passionate about. Ask questions that only your mentor can answer about their careers and experiences at work.

Don't be afraid to disagree.

You shouldn't feel like you have to take every single piece of advice your mentor gives you without question. If you disagree with something they've said, tell them. It will lead to a discussion with much more value than if you simply nodded your head in agreement.

Be open to feedback.

Your mentor is there to help you. They'd be doing you a disservice if they didn't provide honest, sometimes critical feedback. They aren't doing this to hurt you. You have to be open to being coached and stay receptive to the things your mentor tells you. Closing your mind off will hinder any progress you could be making.

Be clear on your needs.

Tell your mentor exactly what you're hoping to get out of the relationship. Think of



How to be a Great Mentee (continued)

a specific goal you have in mind that you need help to accomplish. Set goals and come prepared to each meeting with an overview or an outline of what you want to accomplish during your session. Setting goals helps you progress quicker and stay on track. When both you and your mentor are clear on the target outcome, you can both work together to reach it and share that sense of accomplishment.

Respect your mentor.

Respect is a two way street, it should be both given and earned. This means showing up to meetings prepared and on time, and understanding when things come up. They are donating their time to help you, so it's important that you don't take advantage of them. If they've offered to make themselves available by phone or email, don't overdo it and contact them multiple times a day. Establish some ground rules around contact so that you know how much time they're willing to give you.

Be committed.

A mentor-mentee relationship can be a very long term commitment. Go into it with a long haul mentality and commit to putting in the work. Seek out a mentor that you want to work with long term. Being a great mentee means being dedicated to learning and practicing new skills. The more work you put into the relationship, the more you'll get out of it.



SUGGESTED READINGS

Below is a list of books and readings to help make the most of your mentorship experience.

- Common Sense Mentoring – Larry Ambrose
- The Mentee’s Navigator – Larry Ambrose
- Active Listening: Improve your Ability to Listen and Lead – Michael Hoppe
- Questions that Work – Andrew Finlayson
- Taking the Stress out of Stressful Conversations – Holly Weeks, Harvard Business Review, July 2001
- Now, Discover your Strengths – Marcus Buckingham and Donald O. Clifton, Ph.D.
- The One-Minute Manager Balances Work and Life – Ken Blanchard
- Giving Feedback: Pocket Mentor Series – Harvard Business School



ANTITRUST REMINDER

MAPP is a non-profit organization organized under the laws of the State of Indiana. The Corporation is organized and operated (according to its Bylaws and Articles of Incorporation) to “exclusively promote the common business interests and to improve the business conditions of those organizations, associations, and corporations...that are engaged in or provide support to the plastics industry.”

Potential antitrust violations are inherently present at all meetings of trade associations because an essential element of an antitrust violation – a combination of competitors – exists. The best vehicle for enjoying open discussion with industry peers while avoiding the pitfalls of illegal actions is by belonging to a trade association like MAPP which takes its obligations in this regard very seriously.

MAPP Staff members are versed in antitrust matters, and the association relies heavily on their judgement to see that topics, that may give an appearance of an agreement that would violate the antitrust laws, are not discussed at MAPP meetings. Discussions can generally involve any subject without raising antitrust concerns if they are kept from the suggestion of restraint of trade, or the selection of suppliers, customers, or prices.

Subjects not to be discussed:

Examples of conduct that clearly restrains competition and is presumptively unlawful that must not be discussed includes:

- Agreements to raise, lower, stabilize, or in any other way establish price, or factors related to price, such as costs, wages, discounts, credit terms, or profit levels. (Discussions of what constitutes a “fair” profit level.)
- Agreements to allocate or control markets, sales territories, customers, or geographic territories.
- Agreements to restrict or affect the availability of products or services, or the terms or conditions of their sale.
- Discussions of the ethics or propriety of pricing practices, such as price adjustments, discounts, and credit terms.
- Agreements requiring customers to purchase an ancillary item or service in order to buy the desired product or service.
- Agreements to refrain from competing.
- Agreements refusing to deal with third parties (boycotts).

MAPP seeks to avoid antitrust violations in connection with Association activity so participants must avoid engaging in conduct, in meetings and socially, that gives the appearance of an impermissible conversation, agreement, alliance, or impropriety.

Consequences of violating Antitrust Laws

It is important that all MAPP members and those attending MAPP events to understand the prohibitions and requirements of the antitrust laws for several reasons. First, an understanding of the law is essential to compliance. Second, an understanding of the laws will alert MAPP members, industry professionals, and the staff to their rights under the laws, so that they might protect themselves and MAPP from violations of the law by others. In addition to MAPP’s firm commitment to the principle of competition served by the antitrust laws, the penalties which may be imposed upon both the MAPP and its corporate members involved in any violation of the antitrust laws are so severe that good business judgment demands that every effort be made to avoid such violation. Certain crimes for which individuals may be imprisoned for up to three (3) years or fined up to \$100,000, or both, and corporations can be fined up to \$1 million for each offense. In addition, treble damage claims by private parties (including class actions) for antitrust violations are extremely expensive to litigate and can result in judgments of a magnitude which could destroy the MAPP and seriously affect the financial interest of its members.