

### ***Benefits for mentors / mentees***

Mentors can further enhance their coaching skills and help mentees fulfill their potential which would benefit the management consulting profession as a whole. Mentors will be awarded 10 non-verifiable CPD units on guiding a mentee during the one-year mentorship process.

Mentees can learn and get valuable advice from Mentors for their career development and management consulting skill enhancement. Mentees will be awarded 5 non-verifiable CPD units on completing the one-year mentorship process.

### ***Who can be a mentor/ mentee?***

A member with good standing in CMC or Fellow (FIMC/ FCMC), with relevant experience in management consulting, who has the desire to give back and invest in the future profession, is welcome to be a mentor. Members in all classes are welcome to become the mentees.

### ***What are the roles of a mentor/mentee?***

A mentor serves as an advisor and counsellor to a mentee by sharing his/her professional experience and knowledge to facilitate development and progression of the mentees.

A mentee who is eager to learn and share his/her views during the meetings and exchanged forum.

Mentors are expected to:

- Have the mentee's best interests in mind.
- Provide non-judgmental support.
- Provide guidance on issues raised.
- Pass on knowledge and experience but encourage the mentee to be self-reliant.
- Help develop learning plans.
- Be a good listener and appreciate mentee's point of view.
- Inspire mentee to meet or exceed his/her chosen goals.
- Be respectful, responsive and committed.
- Show passion for the management consulting profession.

Mentors are not expected to:

- Act as a sponsor.
- Find job for the mentee.
- Be an expert in all areas.
- Carry out a mentee's work on his/her behalf.

### ***Mentoring process***

For the 2017-18 program, the mentor-mentee cycle begins on 1 July 2017 for 12 months. An approved mentor can take 2 to 3 mentees during the cycle.

For mentoring to thrive, a solid relationship needs to be formed between mentor and mentee. Therefore it is important that they should agree on the level of commitment, mode and frequency of interaction at the outset and that a periodic communication be maintained, say, two to four times a year is recommended.

Means of communication are flexible which can be meetings in person, phone calls, social media, emails, or any other forms as mutually agreed by the mentor and mentee.

### *How can I apply?*

Simply complete the Application Form by 30 April 2017.

The matching process will be undertaken by the Institute based on compatibility and the learning needs indicated by the mentees. The process will involve both the potential mentor and mentee before the matching is confirmed.

Only on rare occasions that a second matching will be entertained if the first profile matching fails to work. Applicants will be notified of the matching results by late May 2017.

### *Mentorship Program Support*

To ensure a rewarding mentor-mentee relationship, Membership Committee will provide three levels of support:

1. A briefing session for mentors and mentees regarding the program goals, participant roles, mentoring best practices and mentoring process. Topics will cover the skills-based training in coaching, dealing with difficult situations and the lifecycle of the mentoring relationship as to:

- how to develop the relationship;
- how to keep the momentum; and how to wrap it up

2. Periodic reviews: mentors and mentees are encouraged to provide reviews to the Institute with an intention to address any key issues.

3. Continuous improvement: with feedback from mentors and mentees, the Institute is committed to the ongoing development of the program.