

BOMA NY MENTORSHIP PROGRAM - BECOME A MENTEE

BOMA New York's mentorship program was created to assist members who are new to the property management industry (mainly Emerging Leaders) and would benefit from mentorship. The sustainable success of any industry relies upon leveraging and sharing the invaluable wealth of knowledge of seasoned professionals with new members in the industry. The intent of the program is to match enthusiastic, but less experienced new members with seasoned, well-experienced property management professionals. Mentor/Mentee relationships have proven to be extremely effective in many industries.

The most successful people in the world have a few things in common, including the experience of the positive and powerful benefits of having a mentor. Whether you are brand new to the industry in an entry level position, or working your way up the ladder, a mentor can help you get to the next level of your career in property management.

Why Have a Mentorship Program?

Mentorship programs:

- › Increase job retention in the industry
- › Give support to young professionals to promote individual learning and growth
- › Pass on valuable knowledge to the next generation of commercial real estate leaders
- › Provide insight, professional advice and guidance and serve as a sounding board

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Benefits of Having a Mentor:

- › Receive career direction
- › Feel more confident
- › Learn about other roles and opportunities in commercial property management
- › Potential significant career advancement and professional success
- › Increased job satisfaction

Mentee Qualities:

- › Enthusiastic about self-improvement and/or career development
- › Willing to listen to constructive criticism
- › Open to talking about strengths and weaknesses as it relates to career development

Eligibility Requirements:

- › Eligibility Available to BOMA New York Emerging Leaders, who are under 35 years of age and have five years or less experience in commercial property management.
- › A commitment to participate for one year (we suggest a minimum of four sessions for at least one hour, with as many in-person meetings as possible).



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Program Intent

The intent is for mentees to have a sounding board who they can reach out to on matters such as: overall career direction, including but not limited to, career development, industry trends, educational opportunities, industry advice or guidance. This program is not intended to be a counseling service, but one where a less experienced professional can receive guidance on how to become a more valuable industry asset, and to have a planned pathway to a rewarding career. While the program may afford an opportunity for some mentees to advance in their careers through the connections they make, the main goal of the program is education and not career networking. The program will create and foster a professional and personal relationship that will continue even when the program ends.

Program Format

Duration: The mentorship program is a year-long program. Success will only be realized if both parties feel the sessions are powerful, effective, poignant and progress is being made. As a result, BOMA New York requires both mentors and mentees to be willing to commit one full year to the program.

Interaction & Format: Between four and six meetings for at least one hour each. Minimum of four meetings. Sessions can be a combination of telephone and in-person.

Recommendation: 1 x 60 minute session every two months. As many in-person sessions as possible, and whatever method best serves both parties.

How the Program Works

- 1 Submit your application form to BOMA New York.
- 2 BOMA New York will match a mentor with a suitable mentee based on objectives and skill sets. If BOMA New York is unable to find an appropriate match, the mentee will be notified. Participants will be introduced to each other via email from BOMA New York.
- 3 The mentee and mentor can schedule their introductory session directly with each other. Mentee and mentor to schedule their first mentoring session (to occur within two months of the introductory session).
- 4 Questions and concerns sent to BOMA New York throughout the program will be addressed immediately. Participants will have an opportunity to provide feedback on the program after their program has been completed.

Keys to Success

- › Confidentiality - Have mutual trust and a commitment to maintaining confidentiality overall.
- › Commitment and Mutual Respect - Mentor and mentee to set aside the minimum amount of time required for the sessions and give one another their full attention. Must provide each other with a reasonable amount of notice if a session must be cancelled and re-scheduling the session quickly.
- › Understanding and maintaining professional boundaries, and setting a good example for professional conduct

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Tips For Mentees

Preparation for the Introductory Session:

- › Think about your strengths and weaknesses (in terms of your current job and career aspirations)
- › Come up with SMART (specific, measurable, attainable, realistic and time-bound) career objectives (i.e. “I would like to be promoted into a senior property management position within my company five years from now”).
- › Think about what you want to get out of the mentoring relationship. If it is a long list, choose your top priorities

Preparation for the Introductory Session:

- › Ask each other why you are participating in this program
- › Learn about each other’s past experiences (i.e. education, work)
- › Discuss what you want to gain from the program



Ideas on what to talk about throughout the sessions:

- › Things your mentor wished they knew then that they know now
- › Mentor’s successes and past mistakes and how they were resolved
- › Conflict resolution
- › Insight into how decisions are made
- › How to work effectively with contractors/teams/senior management
- › The ‘big picture’ of how various roles impact other departments, or the industry
- › The responsibilities of various roles and what is required to get those positions
- › Unwritten rules in the workplace and work-life balance

Sample Questions to Ask Your Mentor:

- › How did you get to where you are today?
- › What is a typical day/week/month like?
- › Do I need further education to achieve my career goals?
- › What is the most rewarding thing about your job?
- › What are your least favorite tasks?
- › What industry trends are around the corner?

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Keys to Success

› **Make commitments.**

Effective programs require the mentee to make commitments to accomplish certain desired tasks, which will lead to their final outcome. Agree on a timeframe and stick to it.

› **Actively listen.**

Take notes, show that you are listening, ask questions, reiterate what they've said to ensure you understood it.

› **Ask questions.**

Come prepared to each session with a list of questions or discussion topics for your mentor. If it is something you think your mentor may need time to think about, send it to them in advance of the session.

› **Help your mentor help you.**

At the end of each session, let the mentor know what you valued most from that session. This will help the Mentor understand how to assist you better in the future.

› **Communicate changes in your expectations.**

If you have a change in your expectations of what you want to gain out of the program, discuss it with the Mentor immediately.

› **Take risks.**

Be willing to take risks and try things outside of your comfort zone.

› **Do the work yourself.**

Understand that your mentor is there to provide a certain level of support and advice but is not there to solve problems for you. The mentor will act as a sounding board or perhaps offer an alternative point of view.

› **Be open to suggestions.**

Be willing to learn new things and not take constructive criticism personally.

› **Correct misunderstandings immediately.**

So they do not become a problem.