

BOMA NY MENTORSHIP PROGRAM - BECOME A MENTOR

Can you think of a time in your life when you lacked direction or didn't know how to advance your career? Imagine how powerful it would have been if you had a trusted advisor to talk to. 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. BOMA New York's mentorship program was created to match enthusiastic, but less experienced new members (mainly Emerging Leaders) with seasoned, well-experienced property management professionals so they can benefit from mentorship.

By passing on valuable knowledge to the next generation of senior property managers, you will be developing the future leaders of our industry.

Why Have a Mentorship Program?

- › 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
- › Gain perspective by viewing your profession through your mentee's eyes
- › Build a reputation for developing young professionals
- › Take pride in knowing that you have been a crucial component of your mentee's success
- › Feel valued for your knowledge and insight



Mentor Qualities:

- › Excellent communication skills – good listener, focused and empathetic
- › Have the desire to help as well as an interest in guiding others and providing constructive feedback
- › Open to sharing about own experiences
- › Enthusiastic and supportive about career development
- › Ethical and respectful of confidentiality
- › Mentors may either be a current or recently retired employee of a BOMA New York member company.
- › Minimum of five years of experience in commercial real estate industry
- › 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).
- › Agree to respect confidentiality.
- › Agree not to hire the mentee for a minimum of two years after the mentor program has concluded.

Resources for Mentors

Mentors will be introduced to each other and have access to a Mentor Lead who is available to answer your questions and provide advice throughout the program.

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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.

Professional Boundaries

A mentoring relationship can be much closer than other professional relationships. However, it is not appropriate for the mentee to become excessively dependent on their mentor. If you think this may be occurring, please contact your Mentor Lead.

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.

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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



General Tips

- › Understand that what motivates you might be different from what motivates your mentee, and keep in mind that the career path you took may not be appropriate for your mentee
- › Help mentees find out what they are passionate about
- › Help them challenge themselves, while offering support and provide constructive criticism
- › Actively listen (ask questions, reiterate what they've said to ensure you understood it)
- › Encourage the mentee to make commitments to accomplish certain desired tasks, which will lead to their final outcome within an agreed upon timeframe
- › Follow up to see if the tasks were completed and ask for feedback

Prep for the Introductory Session

- › Think about your own experience with a mentor (what worked, what didn't?)
- › Come to terms with not always being able to have an answer

At the Introductory Session

- › Put the mentee at ease, make them feel comfortable and encourage them to ask questions without hesitancy
- › Ask each other why you are participating in this program
- › Learn about each other's past experiences (i.e. education, work)
- › Ask if the mentee has career goals for 5, 10 years out. If not, ask if they want help with setting those goals
- › Ask about their strengths and weaknesses and the challenges they face professionally
- › Establish what the mentee wants to gain from the program at the Introductory Session. (E.G. - "When a mentee has clear and concise objectives, i.e. "I would like to be promoted to a senior property management position within five years."). Make sure each objective is: specific, measurable, attainable, relevant and time-bound

Ideas on what to talk about at the Mentoring Sessions (If the mentee is interested):

- › Things you wished you knew then that you know now
- › Your successes and past mistakes and how you resolved the mistakes
- › 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