

## Tips for Running a Successful Mentoring Program in your Chapter

1. **Keep it simple.** The beauty of our program is in its simplicity. **We mentor young adults in exploring and jump-starting successful careers.** We help them to enter the workforce as confident, committed and ethical professionals.
2. The secret to the success of our mentoring effort is the **utilization of informational interviews between the young adult and seasoned professionals** in their career field of interest. These interviews allow the young adult to learn about the successful career of professionals, get their advice for exploring and jump-starting successful careers, and build their professional network.
3. Thoroughly explore our mentoring website paying special attention to our guidebook (<https://byums-mentoring.byu.edu/guidebook/> ) and chapter leader's (<https://byums-mentoring.byu.edu/chapter-leaders/> ) pages. Watch each of the instructional videos to **learn coaching tips, how to conduct informational interviews and tips for running a successful mentoring program.** Review each of the documents and PowerPoint presentations located at the chapter leader's page.
4. Start small. **You only need one to a few coaches in your chapter.** The coaches don't need to be experts in the areas that they are coaching. They must have a passion for helping people succeed. **Coaches focus on the building blocks of jump-starting a career.** Specific industry expertise is provided during the mentee's informational interviews with the seasoned professionals (mentors).
5. Start by helping one or two young adults to explore one or more educational or career paths. As the chapter's mentoring experience and capacity increases, **consider developing a marketing plan to expand your reach.** See our Chapter Leader's page (<https://byums-mentoring.byu.edu/chapter-leaders/> ) on the website for helpful tools.
6. The BYU Management Society provides the structure for the program. **Chapter leaders can easily modify the program to fit the needs of their chapters.** For instance, we have chosen to focus the program on providing mentoring services for young adults ages 16-30. If you would like to offer the program to those older or younger than our parameters, feel free to do that.
7. Don't feel the need to create a supply of mentors before starting the program in your chapter. This actually adds needless complications to starting the program. Instead, it is best to run the program in real time. This means that you will **locate mentors (seasoned professionals) to introduce to your mentees as the need arises.** Mentors can come from your personal professional network or the professional network of your chapter members and executive committee.
8. It is not unusual for young adults to feel discouraged about their future career possibilities or doubt that they have the qualifications to succeed. **Career coaches and mentors can provide valuable moral support and guidance to young adults.** We strive to keep the young adults on the path to success. Once mentees start to experience some successes in the program, their whole countenance and attitude will brighten.

9. Remember that this work is a labor of love. ***We are providing Christlike service to young adults with the single goal of blessing their lives and helping them to explore and launch successful careers.***
10. Don't be surprised if the young adults you are coaching don't know which educational or career path they want to pursue. Oftentimes, they have several choices that they would like to explore. We can introduce them to seasoned professionals in a variety of occupations. Our goal is to ***help them to make informed decisions which educational or career paths to pursue.***
11. If you don't have the right seasoned professionals in your network that can help young adults to explore specific occupations, consider reaching out to other program directors in participating chapters. These program directors may have professionals in their network that are willing to conduct informational interviews with them.
12. This is a community effort. ***Consider partnering your efforts*** with a local university, job center, LDS Institute of Religion, Young Single Adult and family wards, Pathways Directors or Launching Leaders Directors.
13. Encourage your chapter members to ***experience the joy of helping others*** to move forward in their lives by becoming a Career Coach or mentor.
14. ***Track the progress of your mentees in the program.*** See the Program Guide and Graduation Criteria and the Graduation Certificate located at the Chapter Leaders website page (<https://byums-mentoring.byu.edu/chapter-leaders/>). As mentees graduate from the program, be sure to provide them with a graduation certificate and encourage them to notate this achievement on their resume.
15. ***Introduce new program participants to your chapter membership*** via email and at chapter meetings. Include the mentee's resume and a cover letter in the email. See the chapter leader's resources on the website for examples of cover letters.
16. ***Invite your young adult program participants to join your chapter.*** Membership in the chapter will help them to build their professional network and identify new career opportunities.
17. ***Email your chapter members with new job opportunities.*** This encourages young adults to become members of your chapter so that they will become aware of these opportunities.
18. ***Consider linking chapter scholarship awards to participation in the program.*** By doing so, your chapter will have a greater influence on the long-term success of these award recipients.
19. If you have questions or concerns about how to develop a successful mentoring program in your chapter, please feel free to ***reach out for help*** via the BYUMS Headquarters or the contact page (<https://byums-mentoring.byu.edu/contact/>) of our website.
20. Overall, it is important to make this mentoring experience enjoyable for all involved. Be assured that ***your efforts can positively impact the lives of your mentees and their current and future families.***

