

# Dyersville Mentoring Program

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**Program Overview:** This program is created to give mentors and mentees a chance to share and grow personally, professionally, or to help grow their business. Whether you want to grow your leadership skills, marketing, or just learn from someone who has done it before, this is a program for you!

## **Terms of Agreement**

**Timeframe:** 6 month commitment. Mentor and mentee will meet at least 1 time per month and no more than 1 time per week. Meetings are set up at the initial meeting. Remember, consistency and respect are crucial!

**Confidentiality:** It is understood and agreed to that any disclosure of confidential information may provide certain information that is and must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality necessary, it is agreed that

1. The Confidential Information to be disclosed can be described as and includes:

Personal information, shared conversations/opinions in mentoring sessions, strategies and tips shared (such as resume building ideas, self-marketing ideas, and other personal leadership tips), invention description(s), technical and business information relating to proprietary ideas and inventions, ideas, patentable ideas, trade secrets, drawings and/or illustrations, patent searches, existing and/or contemplated products and services, research and development, production, costs, profit and margin information, finances and financial projections, customers, clients, marketing, and current or future business plans and models, regardless of whether such information is designated as “Confidential Information” at the time of its disclosure.

2. The Recipient agrees not to disclose the confidential information obtained from the discloser to anyone unless required to do so by law.

3. Any addition or modification to this Agreement must be made in writing and signed by the parties.

4. If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

**Professionalism Expectations:** This is a professional relationship and should follow all professional and ethical standards. To ensure this, the following will be implemented.

- **Being Matched:** The Dyersville Area Chamber of Commerce Board will review the Mentor and Mentee forms to match up mentors/mentees based on their goals, preferences listed and place of employment. They will be matched with someone who serves in a different field from themselves so both parties can learn from each other and so the focus of the relationship will be on personal and professional development. You will be notified as to who your match is within 45 days if there is an adequate amount of individuals signed up to create the best match.
- **Timeliness:** If a mentor or mentee is more than 15 minutes late for a meeting session without notification through text, call, or email, this can be documented at <http://www.dyersville.org/dyersville-mentors>. After a third time, the party that is left waiting has the option to terminate the relationship to find a mentor that better fits their time frame.
- **Feedback:** The mentor at times may give constructive criticism. The mentee enters into this relationship knowing that this should be expected and should use it as a learning experience to grow professionally

and personally. If at any times it becomes derogatory, the party being targeted should document it at <http://www.dyersville.org/dyersville-mentors>. This will remain confidential and the relationship will be terminated.

- **Initial Session Expectations:** The mentor and mentee will be notified as to who their mentor/mentee is. The mentor will reach out to the mentee to set up the initial session. The first session should be a time to get to know one another, what you do, why you do it, passions, etc. Ideally, mentors and mentees write down their goals for the relationship and share these. Every so many weeks, they should review progress toward the goals. Follow session schedule should also be agreed upon at the initial session.
- **Relational Expectations:** Mentees have to feel comfortable in sharing their weaknesses with the mentors, and mentors have to be willing to bow out of a relationship that they can't give sufficient time to or aren't able to assist the mentee in the areas he or she needs help with.
- **Other Tips for Working with a Mentor :**
  - Be organized, prepared and consistent. Make sure you are respectful of your mentor's time.
  - Do not expect your mentor to run your business for you or make decisions for you. You should have realistic expectations about what a mentor can provide you.
  - Plan your mentoring sessions in advance. These could be as simple as having a one-on-one meeting once a month to discuss business goals, obstacles and regulatory requirements that you don't understand.
  - Take notes, create action items and be prepared to review progress during your next session.
  - Thank your mentor for his or her time and assistance with your business decision-making skills.
- **Follow-up:** At the end of 6 months, you will be asked to fill out a short evaluation based on your experience.