

UPO Mentor Program Guidelines

General Guidelines:

Mentors will decide the amount of time they are able to give to the partnership and relay that to the Mentee. It is suggested that Mentor / Mentee connections are at least one time per month. Possible ways to connect are in person, at meetings, by phone, text or email. Remember your mentor will share experience and offer guidance based on her knowledge in the professional organizing field. The Mentor Program is not a replacement for training. It does not provide certification or credentials in the organizing industry. Mentors provide insight as the Mentee encounters challenges or has questions and for overall growth and improvement.

DO:

- Let your Mentor know your preferred method of communication
- Be flexible and respectful of her time when setting up an opportunity to meet or talk
- Ask questions about business, the field, branding, her expertise, marketing, etc.
- View your Mentor as your special connection within UPO
- Feel free to sit together at UPO meetings
- Show up on time at agreed-upon meetings
- Respect boundaries and common courtesies of when to call/text or how to communicate
- Follow the UPO Code of Ethics and rules for Professional Conduct of UPO
- Keep all information confidential
- Be creative and have fun!

DON'T:

- Expect your Mentor/Mentee to help you without pay on jobs
- Contact them so often it becomes a nuisance
- Ask them to donate time or resources to your company
- Compare your Mentor/Mentee to others
- Be a flake and never respond when contacted
- Be so busy you don't have time for them
- Gossip to others about things your Mentor/Mentee said

SUGGESTIONS:

- Monthly phone call
- Text or email occasional questions
- Go out to lunch
- Sit together at lunch following UPO meetings
- Attend a workshop together
- Share information, articles, books or pod casts
- Give yourself time to integrate and learn the new information from your Mentor!