

Mentorship Program Guidelines

Mentor:

- Collaborates to schedule meeting times
- Learns about mentee's strengths, weaknesses, and interests
- Assists with goal-setting and measuring
- Challenges mentee to try new experiences, learn about new topics, and meet new people
- Periodically checks in and follows up with mentee
- Is committed to extending guidance and resources to mentee
- Remains accessible and engaged throughout mentorship
- Shares advice/insight
- Offers feedback
- Does not patronize or "look down upon" mentee

Mentee:

- Defines what he/she wants to get out of the relationship
- Thinks about strengths, weaknesses, and interests - for self and mentor
- Collaborates to schedule meeting times
- Sets meeting agendas
- Respects the schedule of the mentor
- Is upfront about paths or opportunities that are not of interest
- Is honest and open to experience and learning
- Is proactive
- Creates goals and plans regular reviews of progress
- Follows through on commitments
- Respects and takes advantage of the opportunities presented by the mentor

UNDER 30
GATEWAY

RESOURCES FOR SUCCESS
PROMOTING WOMEN
STRENGTH
EDUCATION
BUILDING CONFIDENCE
MOTIVATION TO LEAD
OHLA
LEARNING
WILCONNECT
NETWORK OF WOMEN
PERSONAL GROWTH
INSPIRATION TO SUCCEED
EMPOWERMENT
FEMALE MENTORSHIP
SELF-REFLECTION



OHLA WIL CONNECT & Emerging Professionals Mentorship Program Registration Form

One of the unique benefits of WIL CONNECT & Emerging Professionals Mentorship Program that matches new or less-experienced lodging professionals with a seasoned professional.

Please complete, scan and email this form with a short bio and résumé to assist in the pairing of mentors and mentees to the attention of Cindy Sams, cindy@ohla.org

Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell: _____

E-mail: _____

If a Student, What year? FR ___ SO ___ JR ___ SR ___ What is your Major? _____

I am interested in being a (check one): Mentor ___ Mentee ___

I prefer a (check one): Male ___ Female ___ No Preference ___

I prefer someone in my geographic area (check one): Yes ___ No ___ No Preference ___

My property/employer is an OHLA/AHLA member (check one): Yes ___ No ___

I am an individual member of OHLA WIL CONNECT/U30G (check one): Yes ___ No ___

PLEASE RANK YOUR TOP 5 INTERESTS in the subject areas below; and answer the two objective questions. We cannot always match specific requests, but will do the best to facilitate a pairing best suited to your needs.

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Marketing/PR | <input type="checkbox"/> Business Development | <input type="checkbox"/> Rooms Management | <input type="checkbox"/> F&B |
| <input type="checkbox"/> Catering Sales | <input type="checkbox"/> Revenue Management | <input type="checkbox"/> Guest Services | <input type="checkbox"/> Hotel Manager |
| <input type="checkbox"/> Convention Sales | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Fitness/Recreation | <input type="checkbox"/> Innkeeper |
| <input type="checkbox"/> Meeting Planning/Sales | <input type="checkbox"/> Accounting | <input type="checkbox"/> Kitchen Management | <input type="checkbox"/> Real Estate |

What objectives/anticipated outcomes do you want to achieve from your mentor/mentee relationship?

What type of format, frequency, and duration will work best for you in the mentoring process?

Thank you for your interest in the OHLA Mentorship Program!
Ohio Hotel & Lodging Association, 692 N High St, Suite 212, Columbus, OH 43215
614.461.6462