



IAIP MENTEE TOOLKIT

GETTING STARTED

Welcome to the IAIP Mentoring Program! This program is possible because of your commitment and enthusiasm to connect with members and build your career. Thank you for participating.

IAIP's Mentoring Program is a program established to help acquaint new members with the structure and benefits of IAIP from the International level down to the local or MAL level. Having a mentor is useful not only for new members but also for some of the more experienced IAIP members. With a mentor's guidance, more seasoned members can further refine their skills, learn more about a particular aspect of insurance, gain a new designation, or learn a new technical skill. A mentor can also provide helpful feedback that will encourage the member to build upon and perhaps revitalize the skills they already possess. The Program is designed to be flexible and open to anyone wanting short-term or long-term mentoring.

BENEFITS TO MENTEES

- Develop meaningful connections and benefit from positive and enriching new relationships.
- Learn more about seasoned insurance professionals and IAIP members.
- Learn new information and perspectives offered by mentors.
- Develop knowledge, skills and expertise in one or more areas of your career.
- Learn skills to assist in professional development, how to attain designations, and how to get involved with IAIP at all levels.

EXPECTATIONS OF MENTEES

If a mentor/mentee relationship is to be successful, mentees have responsibilities and obligations as well. To receive maximum benefit from the relationship, mentees should be:

- Eager to learn and willing to take on new challenges.
- Receptive. Mentees must be open to feedback, viewing it as an opportunity to improve themselves.
- Willing and able to express themselves and their expectations of the relationship. Being able to communicate goals and desires is key for a successful partnership.
- Open to new ideas. Mentees should be willing to see things from other perspectives.
- Loyal. Mentees do not violate confidences or trust.
- Grateful. Mentees appreciate the help their mentors provide.

What is not expected of a mentee:

- To do everything that the mentor suggests if it doesn't fit within your goals. This will be a two-way relationship, not simply instructions.
- To alter their schedule to the point of inconvenience. Communication and meetings should be as convenient for both parties as possible.
- To become an employee or intern of the mentor

MENTEE GUIDELINES

FIRST SIX MONTHS

The mentee should:

- Have an idea of what they want to get out of being mentored
- Be able to explain their specific goals
- Confirm they are receiving emails from national and let their mentor know if they are not
- Work with the mentor to come up with a goal of attending a minimum number of events (with or without their mentor).

AFTER SIX MONTHS

The mentee should:

- Have a regular schedule for communication with their mentor that is generally being adhered to
- Have attended the number of meetings or events initially set as a goal
- Understand the benefits of being a member of IAIP
 - Education
 - Scholarships
 - Professional development
 - Leadership Opportunities
- Understand the organizational structure, including the local, council, regional, and international levels, the purpose of each, and the importance of the mentee's role in the association.

HOW TO BUILD YOUR RELATIONSHIP

Experience is key with your mentor. Every mentor will have their specific areas of expertise, so it is important as a mentee that you get to know one another and be sure that your mentor has the skill set and expertise that will help you.

- Tell your story and share your interests and professional background. If you are new to the industry as well as to IAIP, that's okay. There are many ways that prior experience in any field can be of benefit to you, and sharing your past with your mentor will help her or him develop a personalized plan for your mentoring.
- Be prepared to formulate your own ideas. A mentor is not simply going to tell you what to do. Their job is to engage you to assist you in the process of developing solutions and ideas.
- Be realistic when setting goals for yourself. For example, if you are new to the industry, it might be a good idea to start working on an entry-level designation such as Certified Insurance Service Representative (CISR).
- Don't forget to take advantage of the classes and designation programs available through IAIP like Certified Insurance Industry Professional (CIIP) and Certified Leadership Professional (CLP).
- Feel free to introduce your mentor to others in your personal network. Making a public declaration of wanting to be in this type of relationship can be empowering.
- Decide what specific skills you may want to enhance. For example, if you are interested in improving communication skills, your mentor can work with you to get you enrolled in the first available class for the *Communicating with Confidence* Program.
- Be engaged! Just because you are "new" doesn't mean that you shouldn't volunteer information or answer questions in meetings with your mentor or at association events.
- One of the best ways to get involved is by volunteering in a small capacity on a committee.
- Ask your mentor how she or he has benefitted from their membership with IAIP. If they have made the decision to become a mentor, they are sure to be able to offer you some insight.

MENTOR/MENTEE LIFESPAN

While a mentor/mentee relationship does require some time and commitment, the relationship does not last forever, nor should it. The purpose of mentoring a new member is to teach them to think and act independently and successfully. The purpose of mentoring a more seasoned members is to help them reach the next level of understanding in a particular area.

At the end of your mentorship, your Regional Membership Director or RVP will have a short evaluation form for you to complete. Be candid with your feedback, as it will help the IAIP Mentoring Program to continue to grow and prosper.

If, at any time, your relationship with your mentor is not productive or otherwise becoming problematic, please do not wait to notify your RVP and/or Regional Membership Director for assistance.

Contacting them will help relieve any anxiety or pressure for both you and your mentor. Also, remember to not take it personally, as being a successful mentor and mentee also requires a degree of human chemistry, and through no fault of anyone's, different personalities don't always mesh. By alerting the RVP and/or Membership Director of any problems or intuitive feelings you may be experiencing, they can reassign you to a new mentor before you and/or the mentor becomes discouraged.

IAIP greatly appreciates its members who have a desire to be mentored. Remember - mentees are the next generation of mentors for our association!! And as our mentees prosper, so will IAIP.