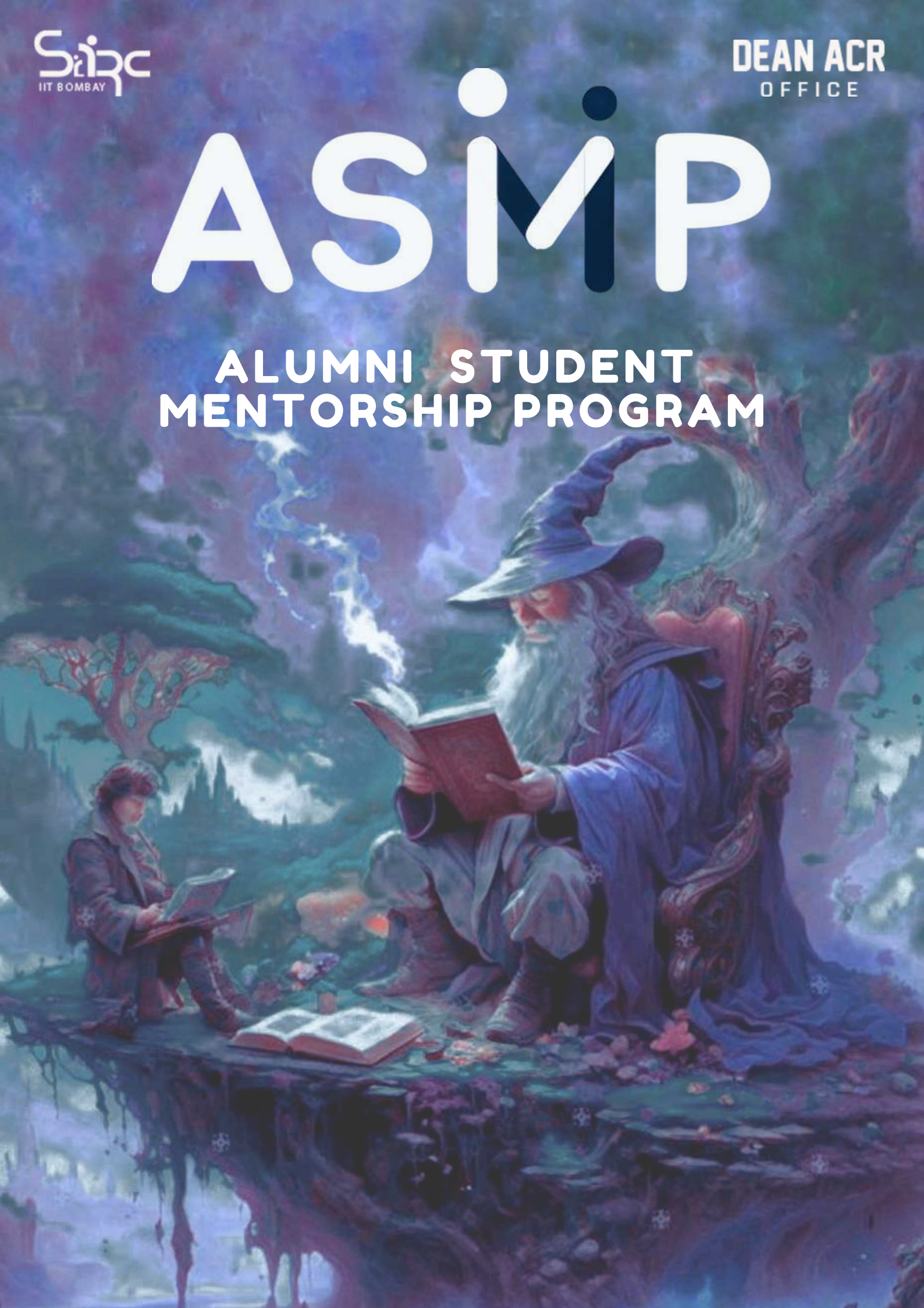


ASiMP

ALUMNI STUDENT
MENTORSHIP PROGRAM



Introduction



“Mentoring is a two way street .The mentor gets wiser mentoring and the mentee gains knowledge through his/her mentor”

All we carry forward in life is invariably a collection of memories & experiences. Though experience is a widely regarded way of learning, life is too short to figure out everything by yourself. It is intriguing to learn from stories of other people who have walked the same roads earlier. Who better than our very own Alumni? Young minds would be lucky if they get to imbibe the IITB's ethos & culture from their own revered alumni and carry the legacy forward.

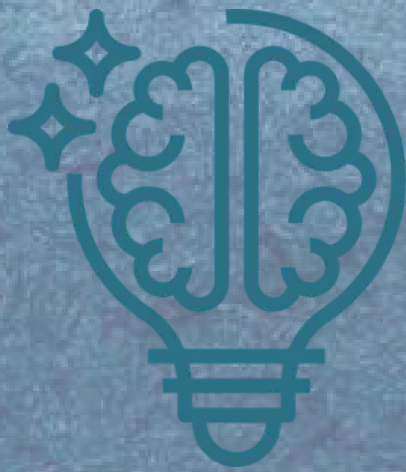
The Alumni Student Mentorship Program was started 11 years ago with a two-fold objective, to provide mentors with an opportunity to make a difference in the lives of young people, and open doors for a quality mentorship for the students where they can be nurtured by the pioneers in their field of interest.

As an ASMP mentor, you are a guide and a friend, who would invest his/her time, energy and expertise to nurture the growth of the mentee and hence, shall leave a permanent and positive impact on the students. Your style may range from a persistent encourager to a stern taskmaster.

Whatever your style is, it is your care that really matters. We hope you find your mentorship relationship to be both fulfilling and enlightening.

This handbook contains a few suggestions based on the feedback we have received, which we hope will help you as a mentor in co-creating a satisfying relationship with your mentee.

Benefits of being a Mentor



When many of us hear a request to "Give back" to our alma mater, we think of financial donations and dollar signs. But the ideal way of giving back to your institute is by passing on your valuable knowledge and experience to the future of the institute.

Mentors are advisors and guides about classes, careers, jobs, graduate schools and life choices. Above all, mentors are motivators and role models, who believe in their mentees, see their potential, and help them get where they want to go. Mentoring gives you the extraordinary opportunity to facilitate a mentee's personal and professional growth sharing knowledge you learned through years of experience and help them understand the way of the world they will soon step out into.

Mentoring really is something that can benefit everyone. As well as helping the mentee develop and advance through their career, you can gain extra skills and understanding from the relationship and most importantly there is satisfaction in being able to build up skills in helping someone else grow. You could become the mentor you wish you had.

Additionally, you will learn new perspectives by working with someone less experienced, they gain a fresh perspective on things and learn a new way of thinking, which can help in work life as well as personal life. Along with that, mentoring can help with advancing your career because showing that the mentor has helped others learn and grow is becoming more and more necessary to advancement in today's business world.

Responsibilities of a Mentor



- Establishes, with the mentee, the mentee's explicit goals and objectives for the relationship
- Takes the initiative in the relationship but allows the mentee to take responsibility for their growth, development, and career planning
- Provides encouragement and assists the mentee in identifying professional development activities
- Follows through on commitments made to mentee
- Recognizes and works through conflicts in caring ways, invites discussion on differences with the mentee.
- Shares resources and experiences with the mentee

Building the mentor-mentee relationship



Get to know each other:

Building a strong network requires commitment of time and energy, but with these types of relationships, you absolutely get out of them what you put in. The mentees might be from diverse backgrounds so it's always better to know them on an individual basis. You can ask questions about the mentee's interests, experiences and background, follow up on any important steps that he/she has taken such as a job interview or Position of Responsibility (POR) and know about his/her future plans. Being an active listener of what your mentee has to say and encouraging him/her to speak openly can also help greatly.

Coordinate Schedules:

It may be difficult to find the time to talk or meet with your mentee, so schedule your next conversation at the end of each meeting. If you are on opposite coasts or international, you take advantage of the infamous student late-night routines and schedule a Skype or phone conversation. If a meeting has been cancelled due to some reasons, you can coordinate with your mentee to reschedule it. If the mentee doesn't respond, please contact us. If you will be unavailable because of some work, let them know.

Set goals with your mentee:

Setting goals with your mentee at the beginning of the relationship is critical because it gives direction to the relationship and informs you how to help the mentee. If your mentee doesn't know his/her goals, this can be your first mentoring moment. Goal setting can be a process, so you can make a point to check in & ask the mentee if his/her priorities are changing or evolving.

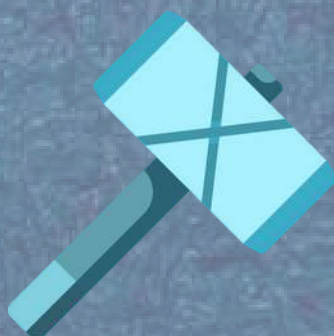
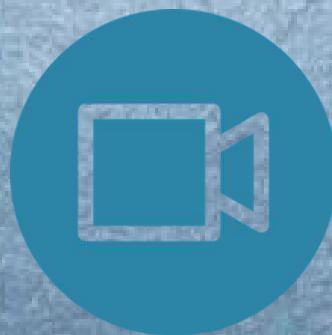
Start the conversation and be proactive:

An important step in the relationship is introduction. Despite the program having Break the Ice sessions, it has been noted that the mentees seem to be hesitant to start the conversation. It is a very first and important step in this program for you to begin the conversation with the students, the medium being as per convenience and emphasise that you are willing to spend time to talk to them.

Be open, positive and trustworthy:

The energy of the people who are comfortable in their own skin, upbeat and positive creates an atmosphere where students feel good, want to be around, and want to spend time with them. Sharing excitement, joy, sorrow, frustration, and disappointment helps connect us to others. When possible, share a situation from your own experience to show that you can relate to the other's experience, but never so that it overshadows or competes with their experience.

Events



Group mentoring

An open discussion where the students, in a group of 4-5 and alumni come along and share their knowledge and experience. Involving brainstorming interaction between the students and the mentor promotes diversity in thinking, and understanding. It provides a great and interactive opportunity, where the students, not necessarily ASMP mentees, can benefit simultaneously from the knowledge and expertise of the alumnus.

ASMP diaries

With the aim of improving this program, ASMP encourages feedback on a personal level and includes these as a part of the ASMP diaries. At regular intervals, feedback is taken to help the mentee in enhancing his/her relationship with the mentor.

Break the Ice

The first one-on-one interaction between the alumni and students takes place at this event which marks the beginning of the program. With the primary objective to acquaint students with their alumni mentors, this interaction will help foster mentor and mentee relationship. Its main objective is to encourage alumni to go out of their way to help students in their personal as well as institute life.

Shadow Program

An integrated approach to mentoring is the Shadow Program which aims to give the students a job shadowing experience. Career exploration opportunity is provided, with mentors introducing mentees to their co-workers, and showing them around their office and sites. Along with giving students an important insight into the work environment, it also aims to achieve the one one-on-one rapport between the mentor and mentee.