

15  
Years  
OF EXCELLENCE



California  
Institute of  
Advanced  
Management



# MENTORSHIP PROGRAM

CIAM is proud to offer a Mentorship Program designed to connect students with experienced professionals and alumni who are enthusiastic about guiding the next generation of leaders.

Our program provides personalized support, career insights, and networking opportunities to help students navigate their academic journey and prepare for success in today's competitive business environment.



## As a Mentor or Mentee, You Can Gain:

- **One-on-One Guidance:** Collaborate closely with mentors who understand your goals and challenges.
- **Career Development:** Receive advice on leadership, management strategies, and industry trends.
- **Networking Opportunities:** Build lasting connections with alumni and business professionals.
- **Real-World Insights:** Learn how to apply Peter Drucker's principles and MBA concepts in practical settings.

The following provides essential information to help ensure the mentorship program is a rewarding and successful experience for both mentors and mentees.

## For Mentors

As a mentor, your experience will make a difference. This is your opportunity to guide future leaders, share your expertise, and help students navigate their academic and professional journeys.

## Your Role

- **Share Professional Insights:** Offer your knowledge and experience to help mentees understand industry trends, best practices, and career pathways.
- **Provide Constructive Feedback:** Give honest, actionable feedback on their ideas, projects, and professional development to help them grow.
- **Support Mentee's Goals:** Understand their aspirations and provide guidance that aligns with their short-term and long-term objectives.
- **Encourage Networking:** Introduce mentees to relevant contacts and opportunities that can expand their professional network.
- **Serve as a Sounding Board:** Be a trusted resource for discussing challenges, exploring solutions, and brainstorming new ideas.

## What You're Not Expected to Do:

- **Provide Job Offers:** Mentorship is about guidance and support, not employment. While you can share networking tips and career advice, you are not expected to offer jobs or internships.
- **Have All the Answers:** Mentors are valuable for their experience, but it's okay not to know everything. When unsure, you can help mentees find resources or point them in the right direction.
- **Be Available at All Times:** Your time is important. Mentorship is a structured relationship with agreed-upon boundaries. You are not expected to respond immediately or be on call outside scheduled sessions.





## **In your role as Mentor, you will want to:**

- Start by understanding your mentee's goals. Begin the relationship by learning what your mentee hopes to achieve—whether it's career advancement, skill development, or industry insights. This helps you tailor your guidance to their specific needs.
- Ask open questions: Encourage meaningful conversations by asking questions that invite reflection and discussion, such as “What challenges are you facing in your current role?” or “What skills do you want to strengthen?”
- Focus on development, not just advice: Instead of simply giving answers, help your mentee think critically and develop critical thinking skills. Guide them toward resources and strategies that empower them to grow independently.
- Help your mentee take ownership: Remind your mentee that they are responsible for their progress. Encourage them to set clear goals, follow through on action items, and take initiative in the relationship.

### **Suggested Topics are:**

- Career path guidance
- Industry insights
- Leadership reflection
- Work-life balance
- Interview strategy
- Skill gaps

## **Communication Etiquette**

- Respond within 2–3 days or a pre agreed up on timeline
- Be on time to meetings, calls
- Set boundaries early

## **If Challenges Arise**

Contact the program coordinator for rematching or support.





## For Mentees

### Your Responsibilities as a Mentee

- **Initiate Communication:** Take the lead in reaching out to your mentor. Schedule meetings and confirm availability—this shows commitment and respect for their time.
- **Prepare Before Meetings:** Come to each session ready. Review previous discussions, gather relevant materials, and outline what you want to cover.
- **Bring Questions or Topics:** Make the most of your mentor's expertise by preparing thoughtful questions or discussion points. This keeps conversations focused and productive.
- **Follow Through on Action Items:** Apply the advice and strategies discussed during your sessions. Demonstrating progress builds trust and makes the mentorship meaningful.
- **Keep Your Mentor Updated:** Share your achievements, challenges, and next steps. Regular updates help your mentor provide timely and relevant guidance.

### How to Have a Good Experience

- **Be Honest About Your Goals:** Clearly communicate what you hope to achieve through the mentorship—whether it's career guidance, skill development, or industry insights. Transparency helps your mentor provide relevant and effective support.
- **Ask for Feedback:** Don't hesitate to seek constructive feedback on your ideas, progress, or challenges. Feedback is a powerful tool for growth and learning.
- **Take Notes:** Document key points, advice, and action items during your meetings. This ensures you can refer to important insights and track your progress.
- **Show Appreciation:** Acknowledge your mentor's time and effort. A simple thank-you email or message goes a long way in building a positive relationship.
- **Maintain Professionalism:** Treat your mentorship like a professional engagement—be punctual, respectful, and prepared for every interaction.





## Recommended First Meeting Questions

- “What was your career journey?”
- “What skills made the biggest difference?”
- “What should I prioritize this year?”

## Professional Etiquette

- Confirm meeting times and how long those meetings are to last
- Be punctual
- Communicate changes
- Respect your mentor’s time

## If Challenges Arise

Contact the program coordinator for rematching or support.





## Once the Mentor and Mentee have been matched up, we suggest this timeline and activities:

### Program Timeline Program Launch

- Matches announced
- Schedule the first meeting & goal-setting
- Establish how frequently you will meet. We recommend every 2 to 3 weeks.
- Create a timeline structured for completion within a 12 to 13 week period.

These next steps are suggestions.  
Your needs might vary.

#### **STEP 1** **CAREER FOUNDATION**

- Resume + LinkedIn review
- Career roadmap discussion

#### **STEP 2** **SKILLS DEVELOPMENT**

- Leadership coaching
- Interview prep or case practice

#### **STEP 3** **INDUSTRY KNOWLEDGE**

- Industry insights conversation
- Optional panel event

#### **STEP 4** **NETWORKING MONTH**

- Mentor-guided networking strategy
- Introductions (optional)
- Networking mixer event

#### **STEP 5** **REFLECTION & NEXT STEPS**

- Evaluate progress
- End-of-program event
- Discuss continued relationship



## As Part of This Program, You Are Encouraged to Provide Feedback

Your input is essential to making the mentorship experience meaningful and effective. Feedback helps us improve the program and ensures that both mentors and mentees get the most out of their time together.

**FEEDBACK SURVEY: [Click here](#)**

The CIAM Mentorship Program is designed to create meaningful connections that foster growth, learning, and professional development. By participating, mentors and mentees commit to a collaborative relationship built on trust, respect, and shared goals. Remember, mentorship is not about having all the answers—it's about guiding, supporting, and inspiring each other to reach new heights. Thank you for being part of this journey. Together, we are shaping future leaders and strengthening the CIAM community.

### Connect with Us

