

## **Mentor Expectations for Closing the Gap Program**

### **Active Engagement:**

Senior-level professionals are expected to actively participate in the Closing the Gap program, dedicating 4 to 6 hours per month throughout its duration( July to December). Their involvement will extend to both their assigned participants and the entire cohort, ensuring consistent and meaningful interactions.

### **Mentor Meetings:**

Mentors are expected to maintain a consistent schedule for meetings with their mentees. It is essential to uphold a regular and dependable meeting routine, ensuring a structured and reliable platform for all participants. This consistent schedule will contribute to the effectiveness and success of the mentorship relationship.

### **Resource Sharing:**

Mentors are expected to demonstrate a willingness to share valuable resources, advice, and feedback with their assigned mentees. This may involve sharing articles, books, online courses, or other materials contributing to the professional development of program participants.

### **Support:**

Mentors will actively support the growth of their assigned participants in alignment with their goals. They will provide insights to aid decision-making, help identify opportunities for advancement, and offer recommendations or referrals when appropriate. Drawing from personal experiences, mentors will provide practical insights, sharing stories of challenges, lessons learned, and career successes

### **Communication:**

Mentors are expected to uphold regular communication with their assigned participants, responding to emails, calls, or messages promptly. Additionally, they should collaborate with their mentee to determine the most effective method of communication.

### **Inclusion:**

Mentors are expected to create a supportive and inclusive environment, encouraging participants to share challenges, goals, and aspirations comfortably. They will embrace diversity, fostering an atmosphere of mutual respect and trust.

### **Feedback:**

Mentors are expected to provide constructive feedback to their assigned participants, helping identify areas for improvement and growth. This feedback will be delivered in an encouraging manner, focusing on developmental opportunities.

**Commitment:**

Mentors are expected to commit to actively participating in the Closing the Gap program for its entire duration. They will attend all scheduled gatherings and meetings and fulfill their role with dedication and enthusiasm.

**These mentor expectations will ensure that the Closing the Gap program provides a meaningful and enriching experience for all participants, fostering their professional growth and development.**