

WIB

WOMAN IN BUSINESS
LANCASTER CHAMBER



NXTGEN MENTOR PROGRAM: WOMEN IN BUSINESS (WIB) GUIDE

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OVERVIEW

The Lancaster Chamber's Women in Business (WIB) community connects, cultivates, and celebrates women across Lancaster County by providing the community, strategies, and resources needed to navigate challenges and achieve success in the workplace.

We're excited to launch a pilot of the NxtGen Mentor Program for our WIB community.

The NxtGen Mentor Program: WIB facilitates the peer-to-peer pairing of women within the Lancaster community to provide support, inspire growth, and offer insight on personal and professional challenges. The NxtGen Mentor Program is designed to foster long-term relationships that contribute to a strong local workforce as well as an equitable and prosperous Lancaster County.

Connect with your mentor or mentee through a peer-based, one-on-one mentoring partnership. Seize the opportunity to offer encouragement and advice, define short- and long-term professional goals, and develop solutions to barriers to success. Tap into each other's networks to build a supportive community of women who can walk alongside you in your journey!

TIMELINE



By participating in the program, Mentors and Mentees commit to the WIB NxtGen Mentor Program for one calendar year, attend a January launch session, meet at least one hour every month as a pair, and complete a quarterly feedback evaluation. Mentors and mentees will be offered the opportunity to attend select Chamber programs.



WHAT TO EXPECT

PROGRAM ACCEPTANCE

Mentors and mentees will receive an acceptance email with information about their pairing by the beginning of December.

MEET AND GREET LAUNCH

Mentors and mentees are expected to attend the meet and greet launch at the Lancaster Chamber in January.

MEETING 101

Mentees are responsible for reaching out to introduce themselves and initiate the first meeting. Mentors may reach out earlier to say hello and let their mentees know they're looking forward to meeting. Mentors and mentees, please share any scheduling restrictions during this initial contact. First meetings should take place prior to the last business day of February.

We encourage pairs to make the sessions their own! Allow conversation to naturally flow, with participants practicing active listening and asking open-ended, engaging questions.

TIME COMMITMENT

The NxtGen Mentor Program runs for a calendar year, with first meetings occurring in February. Pairs must meet at least one hour every month. Sessions may be in-person, virtual, or over the phone.

EVALUATION

The Lancaster Chamber implements a quarterly feedback evaluation for mentors and mentees to evaluate their pairing, document the time together, and provide insight on what's going well or areas of improvement.

TAKEAWAYS

Mentors are encouraged to provide takeaways relevant to their conversations with their mentees, such as an article or podcast, suggesting attending a public board meeting, offering a job shadowing or networking opportunity, or implementing a beneficial practice into their lives. Mentees are also advised to offer input and suggestions related to their conversations with their mentors.

MENTORING BEST PRACTICES

GENERAL

01.

The NxtGen Mentor Program aims to cultivate an authentic, enriching relationship between mentors and mentees. General guidelines include:

- Maintaining confidentiality
- Actively listening to your partner
- Following up and/or reflecting on opportunities, ideas, and takeaways
- Respectful dialogue
- Advance notice and tactful consideration if rescheduling
- Preparing an agenda for each meeting
- Asking engaging, open-ended questions
- Curiosity and a growth mindset
- Celebrating each other's successes
- Growing each other's networks by making relevant introductions
- Gratitude for the relationship
- Honest, constructive feedback
- Communicating between meetings
- Sharing resources and information with each other
- Vulnerability and openness

TOPICS TO CONSIDER

02.

Mentoring may address any of the following topics:

- Challenges and successes
- Career trajectory
- Goals and progress
- Work-life balance
- Mental health and holistic wellbeing
- Life transitions
- Development opportunities (i.e., training, resources)
- Managerial or supervisory best practices
- Promotions and raises
- Career pivots
- Leadership
- Engagement and motivation
- Starting a small business
- Navigating a male-dominated industry or workplace/addressing inequities

QUICK CONVO STARTERS

03.

Here are a few suggestions to start the conversation!

- How would you describe your professional journey so far?
- What professional skills do you hope to develop? Why?
- What movie/podcast/TV show/book do you love or recommend?
- What would you consider to be a challenge you've overcome, and how did you face it?
- What motivates you?
- Where do you want to end up in your career? Why?
- Where do you find support and community in your life?
- What inspires you?
- How do you define leadership?

FAQS

WHAT IS THE COST OF THIS PROGRAM?

The NxtGen Mentor Program asks that mentees contribute a \$25 Commitment Fee.

WHAT IF MY MENTOR/MENTEE DID NOT SHOW UP?

Contact your mentor/mentee via the contact methods provided right away. If you have not heard from your mentor/mentee within 48 hours, reach out to the Young Professionals Network staff for support.

WHAT IF I CHANGE JOBS?

You are welcome to finish out the program, as long as you are local and available to commit to the monthly meetings with your mentor or mentee. If you change jobs, please let Lancaster Chamber staff know as soon as possible and provide your updated contact information.

WHAT IF MY MENTEE ISN'T OPEN TO FEEDBACK?

Ask your mentee if and how they want feedback. Additionally, ask your mentee to provide their own solutions to the issue and spend time following up on the outcome in subsequent meetings. Share your perspective with your mentee using "I" statements.

WHAT IF I NO LONGER HAVE TIME FOR THIS PROGRAM?

Please reach out to Lancaster Chamber staff.

DO I HAVE TO BE A CHAMBER MEMBER TO PARTICIPATE?

Yes, you must hold individual or organizational membership with the Lancaster Chamber to participate. Subscribers are included.

HOW DO I ENGAGE WITH MY MENTOR/MENTEE DURING A MEETING?

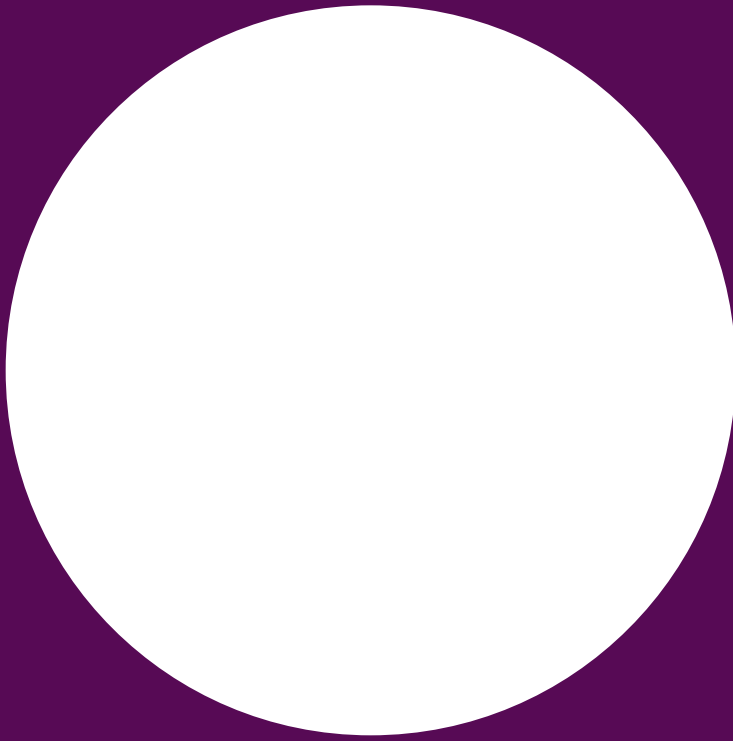
Check out our conversation starters on page 3 and focus on asking open-ended, thoughtful questions. Share your own career journey. Identify common interests and build on that connection. New relationships develop over time.

WHAT IF THE PAIRING IS NOT MY PREFERRED MATCH?

New relationships develop over time. Identify common interests and build on that connection. Engage in respectful dialogue and embrace your differences. Please reach out to Lancaster Chamber staff, if needed.

OTHER QUESTIONS?

Email Ashley Glensor, Programs & Marketing Specialist, at aglensor@lancasterchamber.com.



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