



**THE MENTORSHIP PROGRAM OF THE NMS
EXBOYS ASSOCIATION,
FCT CHAPTER**

FRAMEWORK FOR MENTORS AND MENTEES

INTRODUCTION

The mentorship program of the FCT Chapter of the NMS Ex-Boys Association connects experienced Ex-Boys in various fields such as academia, business, relationship counselling, military, politics, etc with other Ex-Boys who desire learning, guidance, development, encouragement and help in any of these fields or others.

We intend that this will be achieved through structured guidance, peer learning and exchange, classroom sessions, meetings, tours, visits and others while noting that the mentor is at liberty to select the mentorship method most effective, suited and convenient for both him and his mentee.

PROGRAM KICKOFF FORMAT

After a mentor/mentee pair have been matched, it is expected that the following steps will be taken to actualize the expected benefits of their relationship. This relationship is not expected to exceed 12 calendar months.

This program consists of these phases:

1. Initial meeting: This is where expectations, meeting times and formats, objectives, expected outcomes and methods are discussed. The output of this meeting forms the mentorship plan for the pair.

- Month 1

2. Review, endorsement and submission of the mentorship plan to the Chapter.

- Month 1

3. Execution of the mentorship plan.

- Month 2 - 11

4. Quarterly reviews sessions and submission of the reports to the Chapter.

- Months 3, 6 and 9

5. Winding Up: Submission of report to the FCT Chapter of the Ex-Boys Association Mentorship Program Committee.

- Month 12

AGREEMENT

This document outlines the agreement between MENTORS and their MENTEES and remains in effect for the duration of the fellowship.

1. Your mentor is to help you establish your goals and works with you toward specific changes that you seek to make. Mentorship sessions provide a targeted approach to improving your capacity with you working to build plans and monitor progress against your goals.
2. Mentors and mentees are expected at least 4 (four) in-person meetings during the duration of the one-year program. Other meetings could be through phone calls, video calls etc.

The Mentor is responsible for:

- Helping the mentee set clear goals and define an action plan; supporting him to identify key themes to explore during the program
- Creating a supportive learning environment in which the mentee can think through and test out his ideas and plans
- Sharing knowledge, skills and experience to support the mentee in achieving his objectives
- Directing mentees to other learning opportunities and resources offered by the Ex Boys Group
- Working with the mentee to help him to develop solutions that are appropriate to his own context
- Providing encouragement to identify solutions/ways forward in the face of challenges
- Demonstrating cultural, tribal and religious sensitivity
- Ensuring a clear structure for the mentor relationship; timing of calls and interactions; setting clear expectations
- Contacting the Ex boys Mentorship Program Committee to discuss any challenges that are arising or if you are experiencing any problems at all
- Maintaining commitment to the calls; turning up on time; not cancelling at short notice; scheduling the next call at the end of the current one and keeping to the time and date
- Completing evaluations and other program reporting requirements

The Mentor is not responsible for:

Solving problems for mentees or achieving their objectives – that is the mentee's own responsibility. However, the mentor can offer as much help as possible for the achievement of the mentees set objectives.

The Mentee is responsible for:

- Setting clear objectives for the program
- Planning and preparing for meetings
- Maintaining a disciplined approach that respects the mentor's time and contribution
- Be willing to listen to new ideas, and willing to learn
- Achieving the stated objectives by drawing on the mentor's experience
- Evaluating if and how the mentor's experience can be applied/adapted to his own plans
- Carrying out internal and external consultation to ensure that you take the most effective approaches
- Contacting the Mentorship Program Committee to talk discuss challenges or problems
- Maintaining commitment to the calls; turning up on time; not cancelling at short notice; scheduling the next meeting at the end of the current one and sticking to the time and date

Materials to be shared:

Conversations during the program are confidential. Any notes taken by the mentor during meetings will only be shared with the mentee and will not be distributed to anyone else.

There are two documents that will be shared with the Ex-Boy Mentorship Program Committee. They are:

- The final goal setting review at the beginning of the program
- A high-level summary of progress against goals that the Mentors will complete at the end of the program.

Mentees should NOT:

- Depend on mentors to identify their goals for them.
- Expect mentors to have all of the answers.

- Assume that their mentors have unlimited time.
- Take their mentors for granted or assume that you do not have to acknowledge the help they have received.
- Be defensive.
- Intrude into their mentor's personal life or expect to be close friends.
- Talk negatively about their mentors behind his back.
- Expect your mentor to help you find your next job or business opportunity.
- Expect continued formal mentoring indefinitely.
- Request for financial aid from mentors.

Mentors should NOT:

1. Demand for money from mentees
2. Use mentees for personal tasks and errands.
3. Share information obtained during discussions and sessions.
4. Take the respect offered for granted.

Where these are flouted and complaints made to the Chapter, the relationship will be terminated with immediate effect.

GENERAL NOTE

1. Mentor/Mentee relationship is a partnership. Mentees may need to take on feedback from their mentor and others, and be willing to make changes in their behaviour to achieve their objectives.
2. All mentor/mentee relationships beyond the scope of this program which include financial investments in projects, family relationships, etc are at the total expense and risk of the mentor/mentee concerned and would not be the responsibility of the FCT Chapter Mentoring Program or the FCT Chapter of the Ex Boys Association in general.

However, such relationships - if mutually agreed to be of value and positive - are encouraged.