



2019 CFA Society Minnesota Professional Mentoring Program

CFA Society Minnesota (CFAMN) recognizes the importance of investing in the future leaders of our CFA Charterholder community. The goals of this program are to foster meaningful relationships across investment career experience levels, and to provide opportunities for personal and professional growth. The Professional Mentoring Program is intended to become an integral part of CFAMN culture, built on good will amongst colleagues and the desire to advance our community's standards of excellence and ethics.

General Policy

Participation eligibility is as follows: **Mentors** should be experienced investment industry professionals (5+ years of experience); both CFA Charterholders and non-charterholders alike are welcome. **Mentees** must be members of CFAMN and meet one of the following requirements:

- A less experienced CFA Charterholder
- Passed Level 3 of the CFA exams and are awaiting the experience requirement
- Be registered for the 2018 CFA Level 3 Exam

There are now two ways for mentees and mentors to participate: **formal path** (meet with the same person over 8 months) or **informal path** (meet with 3-4 people, one time). All participants are matched in late February and encouraged to attend the kick-off event in March.

Mentor Matching Process

Our program takes into account the number of mentors who have volunteered, and then the selection committee chooses the same number of mentees to participate. *New charterholders and those who have passed Level III will be given priority for selection as mentees.* After reviewing the applications, the selection committee works to match mentees with mentors who have experience relevant to their areas of interest. Location will also be factored into pairings when possible.

Partnership Framework

Each formal path pair will draft and turn in a Partnership Framework document that will identify a set of measurable goals to be completed during the eight-month program. The document template will be provided by CFAMN, and we ask that you provide us with a copy after your first or second meeting as a pair.

Time Requirement

Early March, date TBD Program Orientation & Kick-Off Event

March-October: It is recommended that pairs meet a minimum of six times to work through the plans of their partnership agreement. Program participants are encouraged to attend together society luncheons, educational events, and networking socials as schedules allow. Each pair will work out a meeting schedule that suits both parties.

Informal path pairs can meet as their schedule allows, and are encouraged to attend other program offerings such as the Industry Roundtable Event.

Late-October (TBD): Wrap-up / celebration event on a weekday evening

Program Support

CFAMN Staff and Membership Committee will serve as the program coordinators and will provide support to mentors and mentees. The support will consist of:

- Program Orientation: overview of the mentoring program, expectations, time commitments, other aspects of the program, and help addressing questions for participating members of the mentoring program
- Mid-Program check-in calls with each participant to discuss progress
- Suggestions of events and activities that program partners can attend together
- Written survey/feedback period after the program ends and a wrap-up event for all participants

Participants may contact program coordinators at any time during the program with questions or concerns.

Expectations

Mentors are encouraged to support their mentees by

- Sharing knowledge and experience
- Coaching and guiding them toward achieving specific developmental goals
- Introducing them to other charterholders and investment professionals

Your experience and insight can help your mentee avoid some of the pitfalls that could potentially side track a career or delay promotion opportunities.

Successful **Mentees**

- have clear objectives,
- have a willingness to receive feedback,
- and want to focus on your professional growth.

The mentee is in the driver's seat. You'll get the most out of a mentoring relationship if you take the initiative for your own development and make the most of available opportunities. It will be your responsibility to schedule & keep meetings with your mentor; set goals and benchmarks for your time together; and provide a copy of your partnership agreement to the program coordinators.

Participation

MENTORS

Between December-February we will collect the names of all those who want to be mentors. Past mentors may contact Diane at support@cfamn.org to express interest and mentors should complete the **Mentor Survey** in Survey Monkey. The number of participating mentors will determine the number of mentee applications selected for the program cycle.

MENTEES

Mentees will complete the **Mentee Application** in Survey Monkey. Staff will follow-up with applicants who need additional assistance choosing a track or completing Society membership requirements. The Mentee application period closes on January 31st.

2017 Program Timeline (subject to slight changes as needed)

Date	Action
11/1/2018 – 2/1/19	Active recruitment of Mentors
Jan 2019	Online Mentee Applications will be available
1/31/2019	Mentee Application deadline
Late Feb	Mentees receive notice of their acceptance into the program
March 2019	Program kick-off event
October 2019	Program ends

What past participants say:

- I think it is very important to help people. You don't need to be an expert; you just need to put yourself out there – Mentor
- My mentee began to understand the applicability of his skillset to different types of positions, and how to communicate his capabilities in a manner that potential employers might find appealing – Mentor
- I now have a relationship in my field that can provide experienced advice as well as expand my personal network - Mentee
- I gained a better understanding of what younger professionals in the Investment industry face – Mentor
- I was able to gain direct insight regarding my personal goals, long-term career goals, and industry knowledge – Mentee
- It was nice to see that there are so many successful young people with great career goals. I learned more than I thought I would, and that this [experience] was very beneficial for myself as well as my mentee – Mentor
- I enjoyed this. A lot. – Mentor

Please contact Diane Senjem at support@cfamn.org or 612-317-2887 with questions, and thank you for your interest!