



## **Mentor Café**

Dallas Fort Worth Chapter  
Rise Up Educational Program  
Winner 2017

# Dallas Fort Worth Chapter Mentor Café and Mentee/Mentor Program

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## **Objective:**

Café: To provide a casual opportunity for members to network and discuss industry-related topics and best practices. The idea is to provide on an on-going, regular basis where members are gathering, to facilitate natural mentee/mentor relationships.

Mentee/Mentor Program: To provide a structured goal-orientated opportunity for a Mentee to be paired with a seasoned Mentor.

Mentoring is about the relationship, not a process.

**Why:** The Mentor Café provides a non-structured sharing of knowledge in general topics and issues of the industry, in an atmosphere of getting to know a group of fellow members while developing connections of benefit to both those seeking knowledge and the seasoned professionals. The natural next step of entering in to the structured Mentee/Mentor agreement is facilitated by the participants having a basic knowledge of each other and the benefits each can bring to the program.

**When:** The DFW chapter found it beneficial to host a Mentor Café immediately preceding a chapter educational luncheon. Members were invited to attend the informational session which was held for 30 minutes just prior to the networking portion of the day's schedule. There is no limit on how many sessions can be attended. Repeated attendance is encouraged.

## **What:**

### Mentor Café:

Several formats are successful:

Table topics with a subject expert at each. Attendees rotate/visit with expert(s) in areas of their interest. Examples can be Hotels, CVBs, Corporate Planning, etc)

Topic led by chapter leader based on educational session to enhance the luncheon speaker's session

Roundtable Q&A. Each attendee provided opportunity to bring a question or issue to the group for discussion and potential solution

Speaker (separate from luncheon) on a topic of interest (resume writing, develop network skills, etc)

### Mentee/Mentor Program:

Each individual (Mentee and Mentor) completes an interest form

If a connection has been identified, a specific pairing can be requested, or the program chair(s) can facilitate a pairing based on answers provided. (sample form included)

Mentee/Mentor together complete a goal and timeline document, and each signs indicating their commitment to the program, turning it in to Program Chair(s) (sample form included)

Also included is a goal and objectives developing guide and tips for a successful relationship

Program chair(s) conduct periodic "check-ins" to see if goals are being met and if further assistance can be provided

### Mentor of the Year Award (to be expanded to Mentor/Mentee of the Year)

Towards the end of the chapter's fiscal term, if a Mentor/Mentee have participated in the program for a minimum of 6 months during the term, a document can be submitted giving details of the connection. Based on goals accomplished, how they were accomplished, and the success of the relationship, a Mentor of the Year Award can be presented at the Chapter's Annual Awards program. (sample applicant and awards committee scoring sheet included)

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## Sample Forms Appendix

- A. Mentee-Mentor Goals and Guide Document
- B. Mentee Profile Application Form
- C. Mentor Profile Application Form
- D. Mentor of the Year Award Description of qualifications
- E. Mentor of the Year Submission form (completed by eligible Mentor)
- F. Mentor of the Year Judge's Scoring Sheet

[Click here](#) for the full guide and forms.



RISE Winner  
**Dallas Fort Worth Chapter**  
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Educational Program