

Mentorship Program

You're invited to participate in the next CoreNet NY Mentoring Program. Whether you have the skills to teach, or gaps in your knowledge, there is something in the program for everyone. The program is an embodiment of the commitment of the CoreNet New York to assist Corporate Real Estate professionals in their personal growth and professional development. Professionals at all stages of their career should consider participating - either as mentors or mentees. No matter where you are in your career, you can gain important benefits from participating in a mentor- mentee relationship and gaining career insight from a fellow professional.

ELIGIBILITY

MENTEES: Corporate real estate professionals who are currently in positions at companies in the real estate industry and have a minimum of two years professional experience are eligible to be mentees.

MENTORS: Mentors must be senior-level professionals with a minimum of eight years' experience in the Corporate Real Estate industry firms.

HOW THE CoreNet NY MENTORING PROGRAM WORKS

The Mentoring Program will be run by Patricia Hildebrandt, Director, JFK&M Consulting Group LLC, Lisa Speltz, Director and Head of Net Lease Asset Management at Angelo, Gordon & Co. and Ellen Herman, Jones Lang LaSalle Brokerage, Inc. as part of the CoreNet initiative.

All prospective mentors and mentees must complete the simple application form attached and submit it with a current resume that must include work history, educational background, special skills and interests, and any other biographical information. The Mentoring Committee will review the applications and match mentor/mentee pairs based upon their background and career tracks. Following the matching process, applicants will receive a reply informing them if they have been accepted into the Program and with whom they have been matched.

Mentees and mentors accepted into the program will meet for the Program Kick-Off and Orientation Session. Each pair will be required to meet face to face on a monthly basis. Two additional group sessions - one in the fall and one in the spring—will be scheduled for mentors and mentees to share their experience with Committee members and each other. An informal optional monthly gathering will also be available to all present and past mentees and mentors.

Note: Every effort is made to accept all eligible entrants into the program, but we cannot guarantee acceptance. Acceptance will depend upon the number of mentors and mentees who apply and the ability of the Mentoring Committee to make beneficial and appropriate pairings.

SCHEDULE

July 2016

The application period: all applications with a resume are due by Friday, August 12, 2016.

August 2016

Mentoring Matching Committee meets to evaluate applications and pair mentors and mentees.

Week of September 5th, 2016

Mentors and Mentees are notified of the Committee's decision on pairings.

September 13th, 2016

Program Mentorship Training Breakfast Meeting and Orientation Session

September 2016 – May 2017

Mentor-Mentee pairs to meet (minimally) at monthly face-to-face sessions. Members of the Mentoring Committee will follow up on a regular basis to see how pairs are progressing.

October, 2016 - April, 2017

Voluntary informal monthly gatherings, all Mentors, Mentees, past participants and Committee members invited.

Nov/Dec 2016

Fall Group Get-Together – group workshop/discussion session

Feb/March 2017

Group Get-Together – group workshop/discussion session

May, 2017

End of Program and debriefing survey

"Graduation" - Mentors and Mentees publically recognized

ABOUT MENTORING:

CONFIDENTIALITY IS CRITICAL IN MENTOR/MENTEE RELATIONSHIPS.

In the Mentee/Mentor relationship, you will share sensitive personal and business information. Therefore, it is critical that both parties respect the confidentiality of all information exchanged during this Mentorship Program.

While it is necessary to understand the needs of both parties, the priority in the mentoring relationship is to establish and attain the mentee's goals.



Mentorship Program

ADVICE FOR MENTEES

- Potential mentees must consider their readiness and availability, as well as the commitment needed to participate in the program. If you believe a mentoring relationship would be helpful to your professional development, this is an opportunity to actively pursue and obtain guidance and advice.
- Consider how and why support and guidance from a more experienced professional will benefit you. This is not about finding a new friend or making inroads into a new company. Rather, mentees must determine specific goals for this relationship and consider how they will apply them towards building their career.
- Although both the mentee and the mentor need to develop and nurture their relationship, the program is designed for the mentee to practice initiative and to play an active role in the partnership. It is the responsibility of the mentee to contact the mentor and set up the monthly face to face meetings.
- Your mentors will make a commitment to your professional development. Therefore, kindly respect the sacrifice of time and effort that he/she has made for you. Bring a copy of your program application form to your initial meeting and be prepared to discuss how you can ensure that the relationship is beneficial for both parties, and how you both can maintain expectations that are realistic and achievable.
- The mentee is responsible for taking the lead with their mentor and determining the issues to be discussed at future meetings.
 We recommend that the mentee come to each meeting prepared with written questions or objectives, and the openness and willingness to accept guidance and constructive insights from the mentor. To be successful, this relationship relies upon honesty and forthrightness. Trust that your mentor has your best interests in mind.

ADVICE FOR MENTORS

A mentor is defined as a professional who can share personal insights, provide guidance and support to help establish and reach the mentee's professional goals. The mentor can often serve as teacher, sponsor, coach, supporter, counselor, and role model. Potential Mentors must consider their readiness and availability to be a mentor.

- Be honest and consider what will be required in terms of time, effort, and openness. A mentor must be willing to be available to a mentee at least once a month in a face-to-face meeting.
- Be clear about your expectations of the relationship. If you are not sure yourself, the mentee will undoubtedly get mixed messages from you.
- Prepare the agenda for the initial meeting (e.g., introductions, experience/situations, examples of future goals). While the mentee is requested to come to your first meeting equipped with goals for the relationship, as the more seasoned professional, the mentor must ensure that this initial meeting is productive.
- Work with the mentee to clearly define the roles, expectations and outcomes for each of you. Let the mentee know what you can and are willing to give to the relationship.
- As appropriate, mentors should take every opportunity to include the mentee in formal and informal CoreNet NY events and meetings.

ADVICE FOR BOTH

There is the possibility of an unsuccessful mentor/mentee pairing where individual expectations cannot be met for various reasons. If this happens, please contact Lisa Spelt, Pat Hildebrandt or Ellen Herman.

Questions about the CoreNet NY Mentorship Program can be directed to:

Chairs:

Shelly Bloch shelly.bloch@skadden.com (212) 735-3788

Debra Cole dcole@hlw.com (212) 353-4765

Mentorship Program:

Pat Hildebrandt <u>phildebrandt@jfkmcg.com</u> (212) 792-8706

Lisa Speltz <u>lspeltz@angelogordon.com</u> (212) 692-2284

Ellen Herman Ellen.Herman@am.jll.com (212) 418-2652



2016 - 2017 Mentorship Program Application

Mentorship Program Application

APPLICATION FOR 2016 – 2017 CoreNet NY MENTORSHIP PROGRAM					
l ar	m applying to be a (check one): Mentor [] Mentee []				
Na	me: Company:				
Job	o Title:				
Tel	ephone:				
Caı	n you commit to spending a minimum of one hour per month with your mentor/mentee? Yes [] No []				
QU	JESTIONS FOR PROSPECTIVE MENTEES				
1.	. What do you want to gain from participation in the Mentoring Program?				
2.	How long have you been involved in this industry and please describe your roles (past and current including tenure)?				
3.	What are your current responsibilities?				
4.	Where do you see yourself in 5 years? What are your long term professional goals?				
5.	Which segment of the real estate industry interests you most?				
6.	What are the challenges of your current position?				
7.	What types of personal and professional qualities would you prefer in a mentor?				



2016 - 2017 **Mentorship Program Application**

QUESTIONS FOR PROSPECTIVE MENTORS						
1.	How long have you been involved in real estate?					
2.	What are your current responsibilities?					
3.	What areas of industry expertise would you like to share with a mentee?					
4.	What types of personal and professional qualities would you prefer in a mentee?					
All applicants must submit a copy of their resume with this application by end of business day on Friday, August 12, 2016. It is preferred that the application is submitted by e-mail, but mailed or faxed applications are also accepted. Submit to:						
Mentorship Program:						
	Pat Hildebrandt	phildebrandt@jfkmcg.com	P: (212) 792-8706	F: (212) 575-1999		
	Lisa Speltz	lspeltz@angelogordon.com	P: (212) 692-2284	F: (866) 550-3542		
	Ellen Herman	Ellen.Herman@am.jll.com	P: (212) 418-2652	F: (312) 470-3703		
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