

You're invited to participate in our CoreNet NYC Women's Leadership Committee 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 the CoreNet NYC Chapter has to assisting 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 gathering career insight from a fellow professional.

ELIGIBILITY

MENTEES: Corporate real estate professionals who are currently employed in the real estate industry and have a minimum of three years professional experience are eligible to be mentees. Mentees must be CoreNet members.

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

HOW IT WORKS

The Mentoring Program will be run by Caroline Weisstuch and Cynthia Lindberg.

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 you if you have been accepted into the Program and with whom you have been matched.

Mentees and mentors accepted into the program will meet for the Program Kick-Off and Orientation Session. Each pair is required to meet 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.

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.

ABOUT MENTORING:

CONFIDENTIALITY IS CRITICAL IN MENTOR/MENTEE

RELATIONSHIPS. 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.

SCHEDULE

April – June 2024

- Application period

July 2024

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

August 2024

- Mentors and Mentees are notified of their pairings

September 2024

- Kick off Happy Hour for Mentors and Mentees

October 2024

- Current and Alumni Mentor and Mentee's Happy Hour

November 2024

- Mentor only meeting
- Mentee only meeting

January 2025

- One on One meetings with all participants and mentorship leadership team

February 2025

- In Person Workshop (Current Participants Only)

March 2025

- Mentor only meeting
- Mentee only meeting

April 2025

- Zoom Happy Hour for both Alumni and Current Participants

May 2025

- In Person Happy Hour for both Alumni and Current Participants

June 2025

- Mentorship Graduation

Questions can be directed to:

Caroline Weisstuch - caroline.weisstuch@cushwake.com

Cynthia Lindberg - cynthia.lindberg@gmail.com

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 and provide guidance and support to help establish and reach a 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 Caroline Weisstuch and Cynthia Lindberg.

APPLICATION FOR 2024-2025 CORENET NYC MENTORSHIP PROGRAM

Name: _____
Company: _____ Job Title: _____
Email: _____ Phone: _____
Home Address: _____

QUESTIONS FOR PROSPECTIVE MENTEES (Please include resume)

1. How long have you been involved in this industry and please describe your roles (past and current including tenure)? _____

2. What are your current responsibilities? _____

3. What are the challenges of your current position? Anything you would like to learn more about? _____

4. What successes have you had in your current role that you would like to build upon for the future? _____

5. How you would like to see your career evolve over the next 3 to 5 years? _____

6. What are your goals for your participation in the program? _____

QUESTIONS FOR PROSPECTIVE MENTEES (Please include resume) (Continued)

7. In CoreNet, we value diversity. Diversity can mean several things; what makes you unique? _____

8. How important is it that your mentor works within the same industry or service as you? _____

9. What qualities or experience would you like your mentor to have? (Optional Question) _____

10. Tell us more about yourself outside of work, what fills your cup? (Optional Question) _____

APPLICATION FOR 2024-2025 CORENET NYC MENTORSHIP PROGRAM

Name: _____

Company: _____ Job Title: _____

Email: _____ Phone: _____

Home Address: _____

QUESTIONS FOR PROSPECTIVE MENTORS (Please include resume)

1. How long have you been involved in real estate? _____

2. What are your current responsibilities? _____

3. How did you get to your current role? Tell us about your past roles and responsibilities. _____

4. What areas of industry expertise would you like to share with a mentee? _____

5. What types of personal and professional qualities would you prefer in a mentee? _____

6. Do you have a preference on which stage in career you would like to mentor? _____

QUESTIONS FOR PROSPECTIVE MENTORS (Please include resume) (Continued)

7. In CoreNet, we value diversity. Diversity can mean several things; what makes you unique? _____

8. Tell us more about yourself outside of work! _____

All applicants must submit a copy of their resume with this application by Monday, June 15, 2024

Please submit to:

CAROLINE WEISSTUCH

caroline.weisstuch@cushwake.com

CYNTHIA LINDBERG

cynthia.lindberg@gmail.com