

CICA MENTORSHIP PROGRAM GUIDE





OVERVIEW

CICA Mentorship Program

The CICA Mentorship Program brings talented and motivated people together! It provides opportunities for CICA members from all levels of experience to build their career skills and be a part of an energetic movement to develop future captive industry professionals. Mentees, generally young and mid-career professionals, can broaden their career opportunities by receiving counsel, advice and support from seasoned industry veterans from a wide range of skill sets and positions. Mentors can facilitate their own professional growth by strengthening their coaching and leadership skills while giving back to the industry.

Program Approach

Our approach is for mentors and mentees to design a program that works best for both. Having an initial discussion where you can discuss the mentee's needs and appropriate ways the mentor can best help, whether it's via a monthly conference call or a quarterly in-person meeting or by email dialogue. Mentors are committed to listening and helping mentees work through ideas and solutions.

Time Commitment

The mentorship program is based on an annual agreement with a minimum required four interactions between the mentor and mentee. Investing time early in the relationship has been found to be especially productive.

Mentors and mentees are strongly encouraged to attend the Annual CICA International Conference where they will have the opportunity to meet in person and engage with other mentors and mentees for additional networking and professional development.



MENTORING: WHAT EXACTLY IS IT?

A Supportive Relationship

Mentoring is essentially a means by which individuals learn and develop. However, it is different from a number of other learning situations as it is a relationship between two people, and this is highlighted in most formal definitions of mentoring, e.g. “a protected relationship where experimentation, exchange and learning can occur, and skills, knowledge and insight can be developed”.

As with all successful business relationships, mentoring involves regular interaction between the parties involved, and a willingness to make the relationship work.



Mentors — A good mentor is willing to teach what he/she knows and accept the mentee where they currently are in their professional development. Good mentors can remember what it was like just starting out in the field. The mentor does not take the mentoring relationship lightly and understands that good mentoring requires time and commitment and is willing to continually share information and their ongoing support with the mentee.

One of the key responsibilities of a good mentor is to provide guidance and constructive feedback to their mentee. This is where the mentee will likely grow the most by identifying their current strengths and weaknesses and learning how to use these to make him/herself successful in the field.



Mentees — Being a mentee is a “job” just as it is for the mentor. Good mentees are ready to learn and take ownership of the relationship by being prepared. This involves doing homework upfront to learn about the mentor and thinking about how to draw on their career experience. Successful mentees come prepared to discuss their current state and future goals. They are ready to ask questions and to listen to new or different perspectives.

WHAT'S IN IT FOR ME?

Mentors can have an important affect on the mentee’s career and perhaps even their life! You will be able to share the knowledge and insights that you have gained from your own and others’ experiences with a young person who is aspiring to be a successful professional in your field.

Mentor Benefits

- Allows you to use your knowledge and expertise to advance the next generation of captive professionals
- Strengthens your coaching and leadership skills
- Reminds you how to listen actively rather than passively
- Strengthens your interpersonal relationship skills
- Leads to more personal satisfaction
- Allows you to “give back” – to both the organization and the mentee

Mentees can explore career paths while gaining skills and advice to accelerate their career growth. The lessons, connections, and opportunities that your mentor provides can be invaluable.

Mentee Benefits

- Increase your self-confidence and relationship building skills
- Learn about types of jobs and career opportunities in the industry
- Gain perspective from a professional, rather than personal point of view
- Receive advice to help you navigate problems and opportunities
- Learn to accept feedback in important areas such as communication and leadership as well as technical skills
- Grow your professional network

CHARACTERISTICS OF EFFECTIVE MENTORS



Credibility in own field

Access to resources and information

Genuine interest in seeing younger people advance

Sufficient time

Being secure of your own position

Good understanding of your own organization

Able to command respect

Patience with good interpersonal skills

Good motivator

Able to advise and instruct without “judging”

Having own network of contacts and influence and being prepared to share

Willing and able to relate to problems

Good record of developing other people

Advice: To Give Or Not To Give?

Even if the mentees initially think they need advice on a particular topic, in fact most do not want advice as such. Mentor program participants in general report that while they appreciate someone going to the trouble of working out a solution for them, they do not always wish to take such advice! What they actually want is someone to listen to their issue or problem and to ask the questions, or provide information so that they come up with their own solution. Hence the importance of your listening and questioning skills. Helping mentees to work through their own solutions will not only increase their self-confidence, but will also help to ensure that the mentee does not become over dependent on you as a mentor.

In summary, mentoring involves *empowering*, *enhancing* and *facilitating* rather than directing, advising or telling.



CHARACTERISTICS OF EFFECTIVE MENTEES

- Take ownership of the relationship
- Know who you are and what you want
- Are open to learning unexpected lessons
- Make time for the relationship
- Always respect mentor's boundaries
- Ask specific questions
- Are good listeners
- Communicate clearly
- Follow up and share updates with mentors



QUESTIONS

Additional Information

Online – Additional information about the CICA Mentor Program, applications, and resource for mentors and mentees can be found on the CICA website at www.CICAworld.com.

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