



NAME:

TITLE

ORGANIZATION:

MAILING ADDRESS

PHONE:

CELL:

E-MAIL:

TUITION FEE: \$750 per person

Class size will be limited to 20 participants.

A complete application will consist of the following:

- A letter of support from your organization's CEO, indicating their objectives in recommending you as a candidate for the MARO Leadership Academy
- Your current resume
- A completed mentoring agreement
- Answers to the following three questions. Please limit your responses to 250 words each.

1. Discuss how your commitment to providing opportunities for individuals with barriers to employment and community access developed, and describe your experience in the field — current job responsibilities, and other relevant experience such as volunteer work, internships, participation in community organizations — and what you have gained from your involvement.

2. Identify a personal quality, talent, accomplishment, contribution or experience that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person and professional you are?

3. Describe your career objectives.

APPLICATIONS MUST BE RECEIVED BY JULY 18, 2018 TO BE CONSIDERED

Submit to: MARO – 417 Seymour Ave, Suite 5 - Lansing, MI 48933
Attention: Gloria McMullan, Services Director
gcmullan@maro.org



MARO Leadership Academy - Mentee Agreement

This is a voluntary partnership. The participants in this agreement seek a rewarding experience, spending most of our time discussing developmental activities, with honest and constructive feedback. We agree that the *content of these meetings will remain confidential*.

Please complete all information below – feel free to attach a separate sheet if necessary:

NAME:

TITLE

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MAILING ADDRESS

PHONE:

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I would like to request the following individual as my mentor:

NAME:

TITLE:

ORGANIZATION:

Geographic radius I am willing to travel to meet with my mentor: _____ Miles

In my view, the role of the mentor is to:

Describe your mentors. How have they helped you?

Describe any previous experience you have working with a mentor.



MARO Leadership Academy - Mentee Agreement (cont.)

Relative to the Academy's core curriculum, please assess your proficiency in each content area, with 1 indicating the lowest level, and 5 the highest.

<i>Leadership Skills:</i>	1	2	3	4	5
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Please provide a brief overview of your experience in this area:

<i>Non-Profit Governance & Board Relations:</i>	1	2	3	4	5
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Please provide a brief overview of your experience in this area:

<i>Finance & Accounting:</i>	1	2	3	4	5
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Please provide a brief overview of your experience in this area:

<i>Strategic Planning:</i>	1	2	3	4	5
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Please provide a brief overview of your experience in this area:

Please note any other executive skills or areas of expertise that you would like to share:



Mentor & Mentee Guidelines

Mentee Guidelines

The first meeting should include the setting of expectations - particular components of the business you would like to learn, or areas in which you would like to expand your knowledge. A meeting schedule for the balance of the year should be established at this first meeting as well. Types of questions asked vary by relationship and there are no right or wrong questions to ask. During the expectation setting phase of the relationship, ground rules should be set so that each individual in the relationship is comfortable sharing information. You do not need to have a major business issue to get in touch with your Mentor. The breadth of topics and situations you discuss with your Mentor will develop and change as your relationship develops and changes over time – there is no prescription.

Mentor Guidelines

The Mentor's responsibility is to act as a coach and sounding board for the Mentee and to not be the sole source of knowledge for all of the Mentee's issues. Mentors are also encouraged to attend Leadership Academy events, so that they can get to know others in the program. You are not expected to always have the answer, but to be a guide and a resource for your Mentee. If you don't know the answer or feel you aren't the best person to mentor your Mentee through a particular issue, point your Mentee in the right directions. You could also point your Mentee in the direction of another resource.

Suggested Activities for Mentoring

Facility Tours; Personality Inventory & Review Results; Invite Mentee to Board Meeting of Mentor's Organization; Attend Each Other's Annual Meetings; Read John Maxwell's "Mentoring 101" Together

Sample Questions from a Mentor to a Mentee:

What type of leader do you want to be?

What did you learn in your last seminar?

What do these lessons mean to you, personally and professionally? Sample Questions from a Mentee to a Mentor:

What have you learned from your mentors? How did you get into this business?

What's the thing you like most about your job? What's the thing you like least?

What are the 3 greatest mistakes you've made in your business, and what have you learned from them?