

## MENTORSHIP PROGRAM

### OVERVIEW

The Destinations International Mentorship Program reflects our commitment to you and your professional development. This unique online networking and career development tool helps you find, connect, and share experiences with others. Your mentor or mentee can be in the same city or on the other side of the world. The program aims to provide opportunities for fostering relationships between industry professionals at all levels and cultivate leaders for the continued success of the industry.

### EXPECTATIONS

- Be available to commit to one of the following structures
  - A one-year commitment with a minimum of one virtual meeting every other month with your mentor/mentee.
  - A six-month commitment with a minimum of one virtual meeting a month with your mentor/mentee.
- Set up goals and expectations with your mentor/mentee.
- Take the lead on topics for conversations and scheduling check ins.
- Participate in webinar check ins and surveys.
  - Introduction Webinar
  - Survey – every six months

### LOGISTICS

#### 1. START

Complete your [member profile](#). Make sure your contact information is up to date, add a recent professional profile picture, expand on your bio and import your education and job history information from LinkedIn. Having a complete and accurate profile is crucial to the success of selection and matching.

#### 2. ENROLL

Are you looking to be a mentor or mentee? Perhaps both? Sign up:

- [Enroll as a Mentor](#)
- [Enroll as a Mentee](#)

Make selections for each of the program demographics to set your preferences. Demographics include: topics of interest, location, budget size, program, career stage and more. Please note that some fields are required for enrollment. The more information you provide, the easier it will be to make the best match. Keep in mind in order to request a mentor or mentee, you must be enrolled in the Mentorship Program.

### **3. SEARCH**

Use the [Mentor](#) or [Mentee](#) Directory to input your search criteria. Start by selecting the topic(s) of interest which include:

- Job Level
- Job Discipline
- Organization Budget Size
- Geography
- Years of Experience
- Program of Interest
- Topic of Interest

You can also take advantage of features to help you find and recruit matches:

- Track your mentoring relationships
- Participate in discussion forums on mentoring topics
- Search for helpful mentoring resources

### **4. CONNECT**

Congratulations! You're all set. You completed steps 1-3 and are now ready for the fun stuff. Let the mentoring begin!

Do one search or multiple searches. If you're unsure of the search criteria, select "Search for ALL of the selected values." The Mentor Program Directory will do the work for you and populate the results.

Click on the member's name that you're interested in establishing a mentor/mentee connection with. The link will bring you to their profile page. If you think it's a desired match, look under their profile image for the mentorship badge, which when clicked will allow you to request a connection.

Also, don't forget to view our [Mentorship FAQs!](#)

## POTENTIAL TOPICS FOR DISCUSSION

- **Career:**
  - Where did your mentor start their career?
  - What are your ultimate goals for your career?
  - How did you both end up in the tourism industry?
  - What are your areas of passion within your job?
- **Networking:**
  - What is your mentor's advice about networking?
  - Are there any guidelines they have for networking? Any special things they always do when meeting someone new?
- **Resume building and job preparedness:**
  - As you move along in your career, are there things your mentor suggests you work on for your career goals?
  - Resume building: Ask your mentor to review your resume and share their feedback for improvement.
  - LinkedIn: Ask your mentor to review your LinkedIn profile and share their feedback.
- **Interoffice relationships:**
  - Does your mentor have any guidelines they follow for working with colleagues?
  - Do they have any lessons learned?
  - Do you have any challenges you are working through that your mentor could provide advice for?
- **Improving your Skillset for the Future:**
  - As you settle into getting to know one another, does your mentor have any suggestions for areas you can improve upon for your future goals?
  - How do you become a more effective staff member within your destination, organization and community?
- **Shared educational resources**
  - Read a book and discuss the chapter
    - Example books:
      - "Radical Candor" by Kim Scott
      - "Leadership 2.0" by Travis Bradberry
      - "Emotional Intelligence" by Travis Bradberry

## SAMPLE MEETING STRUCTURE

	Duration	Pre and Post Work	Meeting Agenda
<b>1<sup>st</sup> Meeting</b>	45 mins	<b>Pre:</b> Mentee to send resume and connect on LinkedIn	<b>Introductions &amp; get to know you</b> <ol style="list-style-type: none"> <li>1. Where did your career path Start?</li> <li>2. What are your career goals?</li> <li>3. What are you hoping to get out of the mentorship program?</li> <li>4. What industry organizations are you a part of? Events will you be attending this year?</li> <li>5. What are you reading right now? What should you add to your reading list?</li> </ol>
<b>2<sup>nd</sup> Meeting</b>	1 hour	<b>Pre:</b> Mentor to select a book, TED Talk or other resource that has been inspirational in their career and send to mentee to read/watch/listen in advance	<ol style="list-style-type: none"> <li>1. Mentor to share why this resource was valuable to them in their career.</li> <li>2. Mentee to share what they found applicable and ask questions.</li> <li>3. Discuss other resources that would be beneficial and why for continued education.</li> </ol>
<b>3<sup>rd</sup> Meeting</b>	1 hour	<b>Pre:</b> Mentor to share any pre-read resources that will be beneficial to the conversation.	<b>Networking: Internally</b> <ol style="list-style-type: none"> <li>1. Does mentor have any guidelines they follow for working with colleagues?</li> <li>2. Does mentor have any lessons learned?</li> <li>3. Does mentee have any challenges they are working through that mentor could provide advice for?</li> </ol>
<b>4<sup>th</sup> Meeting</b>	1 hour	<b>Pre:</b> Mentee to send Mentor current resume and LinkedIn page for review.	<b>Resume building and job preparedness:</b> <ol style="list-style-type: none"> <li>1. As you move along in your career, are there things your mentor suggests you work on for your career goals?</li> <li>2. Resume building: Review current resume / mentor to give feedback.</li> </ol>

			<ol style="list-style-type: none"> <li>3. LinkedIn: Mentor to review LinkedIn profile and share their feedback.</li> <li>4. Are there any industry organizations that the mentee should be a part of? Upcoming webinar or educational opportunities they should participate in?</li> </ol>
<b>5<sup>th</sup> Meeting</b>	1 hour	<p><b>Pre:</b> Mentor to create a list of 5-10 industry professionals that they think would be beneficial for their mentee to know.</p>	<p><b>Networking: Externally</b></p> <ol style="list-style-type: none"> <li>1. What is your mentor's advice about networking?</li> <li>2. Are there any guidelines they have for networking? Any special things they always do when meeting someone new?</li> <li>3. Are there any upcoming opportunities to introduce mentee to meaningful connections?</li> </ol>
<b>6<sup>th</sup> Meeting</b>	1 hour	<p><b>Pre:</b> Mentee to send mentor updated resume and LinkedIn for review.</p> <p><b>Post:</b> Mentor to make introductions to meaningful connects via LinkedIn, email or in-person opportunities</p>	<p><b>Continuing the relationship:</b></p> <ol style="list-style-type: none"> <li>1. Final reviews of resume/ LinkedIn</li> <li>2. Revisit initial goals of mentorship program. Were all goals met? Do you have any new goals in the mentor/mentee relationship?</li> <li>3. What have mentor/mentee got out of this program? Is there an opportunity to stay connected?</li> <li>4. Establish any ongoing opportunity to communicate.</li> </ol>