



# Mentorship Program

## Introduction

BOMA BC's mentorship program was created to assist members who are new to the property management industry and would benefit from a mentoring relationship.

The sustainable success of any industry relies upon leveraging and sharing the invaluable wealth of knowledge of seasoned professionals with members newer to the industry. The intent of the program is to match enthusiastic but less experienced new members with a seasoned, well experienced property management professional. Mentor / Mentee relationships have proven to be extremely effective in many industries by simply sharing knowledge.

***Mentorship** is a powerful personal development relationship in which a more experienced or more knowledgeable person helps guide a less experienced or less knowledgeable person.*

## Why Have a Mentorship Program?

Mentorship programs:

- Increase job retention in the industry
- Give support to young professionals
- Pass on valuable knowledge to the next generation of senior property managers
- Provide a sounding board and professional advice
- Promote individual learning and growth
- Provide insight and guidance

## Program Intent

The intent is for the Mentees to have a sounding board who they can reach out to on matters such as: overall career direction, industry trends, educational opportunities, industry advice or guidance. This program is not intended to be a counseling service but one where a less experienced person can discuss how they can become a valuable asset, and to have a planned pathway to a rewarding career.

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## Eligibility

Available to all real estate employees of BOMA BC member companies, who are under 40 years of age  
**OR** new to property management (career change within the last five years).

**Mentors** may either be a current or recently retired employee of a BOMA BC member company. Please see the [Mentor Information](#) document for further details.

## Program Format

### Duration:

Each mentoring relationship is for **one year**. Success will only be realized if both parties feel the sessions are powerful, effective, poignant and progress is being made. As a result BOMA BC requires both Mentors and Mentees to be willing to commit one full year to the program.

### Interaction:

Between four and six meetings for at least one hour each. Minimum of four meetings.

### Meeting Format:

Sessions can be a combination of telephone and in-person.

***Recommendation:** As many in-person sessions as possible, and whatever method best serves both parties.*

## How the Program Works

1. Submit your [mentor application](#) or [mentee application form](#) to BOMA BC.
2. BOMA BC will match mentors and mentees and send an introduction via email to both parties. If a match is not possible, BOMA BC will advise the mentee.
3. The mentee emails the mentor immediately to schedule the date, time and place for the Introductory Session (to occur within one month). *The Introductory Session is not considered part of the four to six mentoring sessions.*
4. Mentee and mentor schedule their first mentoring session (to occur within two months of the Introductory Session). Continue to schedule all other sessions themselves.
5. Mentors have access to a Mentor Network.
6. Questions and concerns sent to BOMA BC throughout the program will be addressed immediately. Participants will have an opportunity to provide feedback on the program after their program has been completed.

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## Matching Mentors With Mentees

BOMA BC will match a mentor with a suitable mentee based on objectives and skill sets. The Mentor / Mentee must meet in person for an initial [Introductory Session](#) to discuss the number, frequency and format of the sessions, and get to know each other. If BOMA BC is unable to find an appropriate match, the mentee will be notified.

## Keys to Success

- Confidentiality – there must be a level of trust between the mentor and mentee. This is based upon mutual trust and a commitment to maintaining confidentiality of the topics discussed.
- Commitment from mentor and mentee to set aside the minimum amount of time required for the sessions, and give one another their full attention.
- When a mentee has clear and concise objectives, i.e. *“I would like to be promoted to a senior property management position within five years”*.
- Establishing what the mentee wants to gain from the program at the Introductory Session.
- Mentors who have a desire to help others (see [Mentor Information](#) for more qualities).
- Mutual respect – providing each other with a reasonable amount of notice if a session must be cancelled, and re-scheduling the session quickly.
- Understanding and maintaining professional boundaries.

## How to Get Involved

Mentors:

**Step 1: Read [Mentor Information](#)**

**Step 2: Complete the [Mentor Application form](#)**

Mentees:

**Step 1: Read [Mentee Information](#)**

**Step 2: Complete the [Mentee Application form](#)**