

818 SW Third Avenue PMB 1499  
Portland, Or 97204

[WWW.COLUMBIACHAPTERNIGP.ORG](http://WWW.COLUMBIACHAPTERNIGP.ORG)

## **Columbia Chapter Mentorship Program**

### **Mission**

- Provide resources to the Chapter's procurement professionals to help them succeed in their career.
- Provide opportunities for experienced procurement professionals to pass along their institutional knowledge to the next generation of professionals.
- Provide greater support and involvement from Chapter members.

### **Overview**

- The Mentorship program is designed to be an open continuous Mentor/Mentee pairing process which will be reviewed annually to re-assign/add members. It can be structured, flexible, formal, or informal.
- The length of the program is initially 1 year and can be extended as necessary.
- The program will be coordinated by the Mentorship Chair with the help of the Mentorship Committee. Anyone interested to join should contact the chair.
- Each Mentee will be assigned to a Mentor to allow a close Mentor-Mentee relationship. Mentees will be selected based upon evidence of their commitment to maintain a mentoring relationship. In making matches based on the available pool of Mentors, the Chapter President or their representative will do their best to match Mentees with similar interests and experiences.
- Participation is voluntary and either mentor or mentee may withdraw from it at any time by contacting the Mentorship Committee Chair.
- The mentee will be partnered up with an available mentor, but he/she can also approach someone they would like to have as a mentor within the Chapter or procurement profession.
- Both parties are encouraged to meet or communicate at least once a month and progressively work on their learning objectives and the activities to be accomplished.

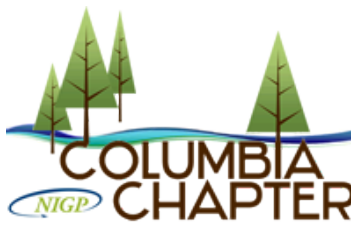
### **Requirements for participation in the program**

#### **Mentees:**

- Must be an active Chapter member of Columbia Chapter in good standing.
- Must participate and support professional and Chapter events.
- Must complete the Columbia Chapter mentee application.

#### **Mentors:**

- Must be an active Chapter member of Columbia Chapter in good standing.
- Must actively participate and support professional and chapter events.
- Must be willing to commit to the mentorship program for a specified period of at least 1 year.



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## **Columbia Chapter Mentorship Program**

### **To be an effective Learning Mentee**

- During your first meetings with your Mentor, clearly define the relationship to best meet your and your mentors' needs.
- Set Goals – feasible, reasonable and mutually agreeable goals for the mentoring relationship (i.e.: frequency and location of meetings; target date to reach desirable goals).
- Identify boundaries and follow the NIGP Code of Ethics. All professional relationships have boundaries about what is and isn't permitted. The mentor relationship should comply with professional code of conduct standards at all times.
- Demonstrate intellectual curiosity and passion to learn
- Ask your Mentor to share the successful strategies and resources he/she has used in the past that could apply to the challenges you face.
- Practice active listening - creates a positive, accepting environment that permits open communication.
- Practice patience and tolerance for ambiguity, complexity and change. Be willing to experiment and take chances.
- Seek feedback.
- Learn by doing.
- Appreciate your failure and mistakes.
- Track and report on progress.
- Know that the energy you invest will have a significant impact on your development.

### **To be an effective Mentor**

- Set high expectations – expect excellence.
- Know the purpose – avoid “scope creep”.
- Provide objective, professional guidance.
- Stimulate and cultivate the learning partner's aspirations.
- Be accountable – be a role model.
- Establish clear and approachable communication mechanisms.
- Keep it confidential.
- Measure progress.
- Provide objective, specific and encouraging feedback; ask for feedback.