



SFM WOMEN'S COUNCIL

Mentoring Program Committee Pledge

Our purpose is to provide support for professional development and growth within the foodservice industry to women members of SFM by sharing expertise and experience through an organized mentoring program.

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SFM WOMEN'S COUNCIL MENTORING PROGRAM PROCESS

Background

The SFM Women's Council is committed to the development of its women members. To assist more women in the achievement of their professional goals, the Women's Council launched its first Members' Mentoring Program in 2005. Guidelines for the program are based on the results of a recent survey conducted among all SFM women members. Through this survey, women members indicated their high level of interest in having and participating in a Mentoring Program. Moreover, research has proven that a strong Mentoring relationship can have the equivalent impact of an MBA on career progression for women.

The objectives of the SFM Women's Council Mentoring Program are to

- Provide avenues for women members to enhance leadership skills
- Provide support for personal and career development issues
- Share expertise and experience
- Increase peer network



WHAT IS MENTORING?

Mentoring is a Partnership.....

between two people who agree to share joint objectives. The partnership is built on mutual trust and commitment to the relationship..

Mentoring is Confidential

The Mentor offers a safe environment for the Mentee to discuss career-related issues and explore solutions to challenges. Both the Mentor and the Mentee agree to a strict standard of confidentiality.

Mentoring increases Networking

Mentors can offer insights into the way the industry works, how the informal networks operate, and their thoughts about the challenges and opportunities Mentees encounter.

Mentoring encourages Self-reliance

The Mentor's role is to highlight issues and help plan ways through them, rather than solve the problem themselves. Through skillful questioning, the Mentor helps to clarify the Mentee's perspective while bringing in additional views.

Mentoring builds Understanding and Trust

Both Mentors and Mentees benefit from sharing views and ideas which results from a strong two-way learning relationship.

WHO SHOULD PARTICIPATING IN MENTORING?

An ideal mentor is a member of the foodservice industry who has demonstrated success in developing others, especially women, has knowledge of networks and career options within the industry, and has proven experience in coaching a team or in teaching.

An ideal Mentee is a woman in the foodservice industry (either an SFM member or non-member) that is interested in achieving goal-oriented growth in the foodservice industry and is willing to assume responsibility for managing the mentoring process to further her professional and personal development.



WHAT IS THE ROLE OF THE MENTOR?

- Meet with the Mentee on a regular basis; a minimum of once per month is suggested.
- Provide support and challenge concerning situations and issues that the Mentee brings to the meetings, as well as those which the Mentor observes through their joint interaction.
- Complete quarterly evaluations of the experience

WHAT DOES AN EFFECTIVE MENTOR BRING TO THE RELATIONSHIP?

- **Experience**
 - An understanding of the foodservice industry – its values, processes, and politics.
 - Proven success in developing others, with a history of promoting and supporting women
 - Proven experience in coaching a team or in teaching
 - Experience in working with people
 - Life experience that may be of value to the Mentee
- **Knowledge**
 - Knowledge of the foodservice industry network
 - Knowledge of career options and paths within the industry
 - Job-related expertise, technological or managerial
- **Skills and Abilities**
 - Listens well and actively
 - Demonstrates interest in the Mentee and her development
 - Provides encouragement for the Mentee, providing objective support for the process and the path forward
 - Exhibits confidence in self, both personally and professionally
 - Trustworthiness
 - Observes and guides, rather than doing the work for the Mentee
 - Asks questions to assist Mentee in expressing wants and needs
 - Challenges the Mentee's assumptions and path in order to clarify goals
 - Offers judgement-free discussions and open mindedness
 - Partners with the Mentee to explore new opportunities



WHAT IS THE ROLE OF THE MENTEE?

Mentoring is designed primarily to benefit the Mentee. Therefore, the benefit she derives from the relationship is directly related to her personal investment and commitment to the process. The Mentee is expected to:

- Assume responsibility for driving the relationship
- Establish goals for relationship and process
- Manage the process to accomplish personal and professional growth
- Complete quarterly evaluations of the experience

WHAT DOES AN EFFECTIVE MENTEE BRING TO THE RELATIONSHIP?

- **Responsibility**
 - Establishes clear realistic goals for the relationship
 - Commitment to personal and professional development
 - Initiates mentoring meetings
 - Takes active role in discussions
 - Drives own development
 - Implements agreed upon actions
- **Objectiveness**
 - Brings real situations, issues and development needs to the meetings
 - Prepared to receive honest feedback
 - Knows the limits of the relationship
 - Updates mentor on her progress
 - Open to new ideas and suggestions
- **Skills and abilities**
 - Listens well to absorb mentor's advice and ideas
 - Asks questions to learn as much as possible
 - Proactive in identifying and communicating what she wants from the relationship
 - Able to develop and implement action plan based on discussions with Mentor



WHAT IS ESSENTIAL FOR SUCCESS?

- Set clear goals and expectations at the beginning
- Share successes as well as ideas, experiences, knowledge and concerns openly
- Be as open and honest as you can while respecting each other and honoring mutual confidentiality
- Be an active participant in the discussions
- Strive for quality time rather than quantity time for meetings; be prepared for the meetings



HOW DO I GET STARTED?

1. **APPLICATION SUBMISSION:** Submit an "Expression of Interest" form for acceptance into the program as a Mentor or Mentee. Email or fax the form to SFM@hqtrs.com no later than December 1. Please note that both women and men SFM members may apply for the role of Mentor. However, only women (both SFM members and non-members) may apply to be accepted as Mentees*. Contact with your Mentoring partner may be made via email, telephone, or in person. If you have a preference concerning type of contact for your Mentoring communication, please make note of it when you fill out the *Expression of Interest* application form.
2. **APPLICATION REVIEW:** Applications will be reviewed by the SFM Mentoring Committee. The Committee will do its best to accommodate all interested applicants and will take all requests for specific Mentoring profiles and guidelines into consideration.
3. **NOTIFICATION:** Applicants will be notified in mid-January of their acceptance into the Mentoring Program. Once you have been notified of your acceptance and been given information about the person with whom you have been paired, it is the Mentee's responsibility to initiate the first contact with their Mentor.
4. **FIRST MEETING:** As part of the first meeting with your Mentoring partner, it is important that you establish the goals toward which you will work and accomplish together. It is also important that you create rules for meeting and working together, as well as for your conduct within the relationship.
5. **PROGRAM LENGTH:** The official duration of the SFM Women's Council Mentoring Program partnership will be mid-January until December 31. It is expected that you will have goal-oriented contact with your Mentoring partner at least once per month during that time frame.
6. **EVALUATION:** A very important part of this program is the evaluation process. It is expected that both Mentors and Mentees will complete the *Mentor or Mentee Online Evaluation* that will be sent via email link at the end of every three-month period of the program.
7. **MOVING ON:** After the official end of the Program, or at some later point in the relationship, both you and your Mentoring partner will recognize that you have largely achieved the original goals that you set for the relationship. The Mentor may have offered all that they can to the relationship, and thus, a new stimulus is needed. At that point, it is probably appropriate to allow the relationship to end.

***Non-Members affiliated with member companies may be eligible to participate in the program. If you have any questions, please call SFM Headquarters at (856) 380-6826**



Mentoring Program Committee

If you have Mentoring questions in general, or specific questions about the SFM Women's Council Mentoring Program, please feel free to contact SFM at the number listed below.

Mentorship Program Administered by:

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