



2019 Executive Mentorship Program Handbook



A Message from the Chamber

Thank you for your participation in our Executive Mentorship Program. As a workforce development initiative of the Capital Region Chamber, the Tech Valley Young Professionals Network (YPN) understands that nothing is more important to the growth of business or the region than attracting and retaining top talent.

The Executive Mentorship Program connects ambitious young professionals with high-level business leaders to support each other's professional and personal development. The success of this program can be attributed to its growing popularity and the dedicated mentors. Since the program's inception, we have matched nearly 1,000 young professionals with local executives. YPN mentees have reported that, thanks to this initiative, they feel more rooted in the community. This is proof that YPN is achieving its goal of grooming and retaining our best and brightest young professionals.

We recognize the value to learning and growth that comes with having a diverse and inclusive program. We strive to increase the diversity of participants and to ensure that the learning environment is equitable, respectful and appreciative of difference. We also strive to develop programming that represents the breadth of our Capital Region community.

We are pleased to present the 2019 Executive Mentorship Handbook for your use throughout your experience. Within this handbook, you will find important dates, guidelines and required and suggested activities. If at any point throughout the program you have questions or concerns, please do not hesitate to reach out to Brandi Landy, Director, Talent Development at the Capital Region Chamber, 518.431.1414.

We wish you great success and continued growth within the Tech Valley Region.

Sincerely,

Mark N. Eagan, CCE

President and CEO
Capital Region Chamber

Executive Mentorship Program Overview

What is Mentoring?

History gives many examples of the value of mentoring. The most famous instance was chronicled by Homer in *The Odyssey*. Homer tells us that around 1200 BC, the adventurer Odysseus made ready to leave for the siege of Troy. Before sailing, he appointed a guardian to his household. For the next 10 years, this guardian acted faithfully as a teacher, advisor, friend and surrogate father to Telemachus, son of Odysseus. The mythical guardian's name was Mentor.

Homer's story reflects one of the oldest attempts by a society to facilitate mentoring. The Greeks based these relationships on a basic principle of human survival: people learn skills, culture and values directly from other people whom they look up to or admire.

"As expected, as the mentor I got as much out of this as I think the mentee did. It was very rewarding to see the two of us come from different perspectives on things and become better leaders as an outcome."

-Paul Milton, President and CEO, Ellis Medicine

YPN Executive Mentorship

The Executive Mentorship Program is a cornerstone of YPN's goal of developing the skills of young professionals. YPN began in 2004, and the Executive Mentorship Program soon followed.

This program connects young professionals with accomplished professionals from a broad array of commercial, nonprofit and governmental backgrounds. As a mentor, you will help shape a young professional's future by sharing your knowledge and providing a firsthand glimpse of life and work in Tech Valley. As a mentee, you will get the insight and guidance from an experienced professional. At the conclusion of the program, mentors and mentees often find that the learning has been mutual and that the relationship has grown in ways not foreseen at the start.

In order to establish a successful relationship, mentors and mentees need to be:

- Willing to be responsible for their own growth and development
- Receptive to feedback and coaching
- Self-aware
- Positive
- Goal-oriented
- Open and honest with each other

5 Tips for a Successful Mentor/Mentee Relationship

- 1. Define expectations.**

Be clear and honest about what you want to get out of the program. Establish realistic goals for the relationship and review them throughout the program. Set up a system to measure achievement and manage expectations.
- 2. Keep communication open.**

Consistent communication is one of the most important building blocks for a successful mentee/mentor relationship. Establish communication methods and frequency of contact from the beginning. Encourage open communication, and act as resources for one another.
- 3. Actively participate.**

Commit to actively meet with your mentee or mentor at least six times throughout the program. Keep scheduled appointments or reschedule if necessary, and attend the mandatory events. Approach your conversations with ideas/topics you would like to discuss, and be prepared to learn from one another. Share knowledge, personal experiences and advice. Offer suggestions and feedback and encourage one another to explore new ways of thinking and strategizing.
- 4. Be reliable and consistent.**

Mentoring takes time and implies sacrifices for both the mentee and mentor. Be respectful of each other's time. The more consistent you are, the more you will be trusted.
- 5. Maintain respect and express gratitude.**

Uphold core relationship values including privacy, confidentiality, honesty and integrity. Listen to the feedback provided. Be kind and considerate. Be supportive and recognize the progress made to achieve your goals.

Required and Suggested Activities

Attendance at these events is mandatory; it helps lay the foundation of the mentoring partnership:

Thursday, January 17 | 7:30- 9 a.m.
Location: TBA

Thursday, March 21 | 7:30-9 a.m.
Location: TBA

Thursday, May 16 | 7:30- 9 a.m.
Location: TBA

***Event details subject to change**

"Being involved in the YPN Executive Mentorship Program was very rewarding. It provided me with an opportunity to think purposefully about what I have to offer to a young professional - as well as what I could learn from her. I also found the planned programs to be of great value - offering useful information as well as additional opportunities to meet other Executives and young professionals. A great way to further build our community!"

-Robin Perry, Vice President of Learning and Development, Bishop House Consulting, Inc.



Suggested activities to make the most of your mentorship experience:

Meet Other Professionals

- Attend a Chamber function to network with other professionals in order to hear different perspectives on business and the region.

Regional Exposure

- Attend functions that expose mentees and mentors to regional assets such as cultural events, economic development programs or other social events.

Project-Based Learning

- Discuss a project or issue with your mentor/mentee. Offer perspective based on professional experiences.

On-Site Meeting

- Attend a business meeting with your mentor/mentee.

Company Tour

- Take a company tour with your mentor/mentee to learn about his or her organizational culture and work environment.

Professional Growth

- Discuss professional goals, share ideas and strategies for effective practice and professional and personal development.

Future Planning

- Discuss what it takes to be a successful professional, how to move up the career ladder and balance work and life effectively.

Career Shadowing

- Shadow your mentor/mentee at work. Learn about his or her industry, company, role, and career path.

YPN Mentorship Ambassadors

Upon confirmation of your mentorship pair, you will also be matched with an Ambassador. This person will provide guidance and support throughout the program and will be available to answer any questions that you have. We want to ensure you have a rewarding and meaningful experience and therefore encourage you to connect with your Ambassador as needed.



**2019
Committee Chair**

Challen Banach is a Sr. Marketing Specialist at SI Group and this year's Chair of the Executive Mentorship Committee. Challen grew up in the Capital Region and attended Siena College. She graduated in 2013 with a Bachelor's Degree in Marketing with double minors in German and Globalization Studies and a certificate in International Business. Since starting her Marketing career, Challen has held a variety of different roles spanning from global branding to product management at SI Group, a global chemistry company headquartered in Schenectady. This is Challen's fifth year with the Tech Valley Young Professionals Network and her fourth year as part of the Executive Mentorship Committee.
Challen.Banach@siigroup.com



**2019
Committee Co-Chair**

Ann Marie Walpole is a marketing consultant for Albany Broadcasting helping businesses of all sizes get their elevator pitch out into the Capital District. Ann Marie went to school at Johnson & Wales University in Providence, RI and earned her bachelor's degree in Business Management in 3 years. Upon graduation, Ann Marie pursued her management dreams by entering the Enterprise Rent-A-Car Management Trainee Program and went on to achieve accolades such as: Top Branch Manager, Highest Customer Service, Top Selling Manager in NY State, and many more. Spending 7 years in the replacement vehicles industry, Ann Marie switched gears into the finance world. Ann Marie was the Business Relationship Manager for Sunmark Federal Credit Union, and while running her own department, she was able to foster new relationships in the Capital District and engage in volunteer work, which is her true passion. By branching out into Advertising, Ann Marie is now able to consult with clients on the most economically efficient strategies to gain them market share in this region. When Ann Marie is not working with clients, you can find her exploring trails in the Adirondacks or baking up a storm in her kitchen.
awalpole@albanybroadcasting.com



**2019
Chair of YPN**

Kaitlyn Van Dyke is the Development Manager at the American Red Cross, Eastern New York Region. She is responsible for overseeing the logistics and implementation of five special events across a 24-county region, including the signature Fire + Ice Gala held in Albany each spring. Kaitlyn has been involved with the Tech Valley Young Professionals Network for more than four years and is passionate about helping fellow young professionals develop skills and get involved in the Capital Region community. In addition to YPN, Kaitlyn is involved with the Junior League of Schenectady and Saratoga Counties, Toastmasters, and two book clubs.
kaitlyn.vandyke@redcross.org



Michael Cannon, originally from Washington Heights, NY earned his B.S. in Economics at Wheaton College in 2015. After graduation, Michael moved to Connecticut to teach economics and various math courses as well as become an Assistant Dean of Students and Head Basketball Coach for his alma-mater Hyde School in Woodstock, CT. Michael relocated to the Capital Region in 2017 to pursue a career in Wealth Management with Morgan Stanley. Presently, he is completing his MBA from Babson College and spends his free time volunteering with the Boy Scouts of America Troop 729.
Michael.Cannon@morganstanley.com



James Dick, a Schenectady native, is a member of the sales team at Merriam Insurance, Schenectady's oldest family-owned business. He specializes in property and liability insurance for non-profits and the hospitality industry. He loves representing some of Merriam's national programs because it allows him to travel around the country to meet clients and speak at conventions. In his spare time, James and his wife, Tiffany, love to travel and eat ice cream. They also speak at high schools and colleges about healthy relationships. James has been to 47 states and looks forward to visiting the rest soon. James holds the Chartered Property and Casualty Underwriter (CPCU) designation and a BA in Classics from Washington and Lee University.
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YPN Mentorship Ambassadors



Schyler Houck is the Director of Human Resources and Labor Relations at the Saratoga Casino Hotel where he leads the HR team to drive employee and guest relations. Schyler Houck has a MBA from Clarkson University and a BS in Marketing and Management from Siena College. He is certified as a Senior Professional of Human Resources (SPHR) through HRCI and SHRM-SCP through the Society for Human Resource Management (SHRM). Schyler has been recognized as a leader within his profession and was selected as one of the "Top 30 Under 30 HR Professionals" by SHRM in 2016. When not at work, you can find Schyler serving as President of the Hudson-Mohawk Association for Talent Development, volunteering with the Capital Region Human Resource Association, spending time with his wife and kids or hunting down the world's best burger. SHouck@SaratogaCasino.com



Anthony Luisi, a native of northern New York, is an attorney at Couch White, LLP in Albany. He represents businesses across a broad array of industries in the Capital Region and throughout New York State in connection with their real estate and corporate transactions, contracts, and compliance matters. Prior to joining Couch White, Anthony practiced law for eight years with a firm in Westchester County. Anthony received his law degree from Fordham University School of Law in 2008 and his Bachelor of Arts degree from Binghamton University in 2005. He resides in the Capital Region with his wife and their two children. aluisi@couchwhite.com



Fran Pickles, originally from Utica, NY, earned her B.S. in Hospitality Administration at Boston University in 2011. Fran relocated to the Capital Region following graduation to pursue a development career with St. Jude Children's Research Hospital and currently serves as Regional Development Director for their Albany, NY office. Presently, she is completing her M.Ed. in Instructional Design from the University of Massachusetts Boston. In addition to supporting St. Jude, Fran serves on the Board of Directors of the Junior League of Albany and on the Advisory Council for Mission Accomplished Transition Services as a way to give back in her local community. Frances.Pickles@stjude.org



Courtney Schingledecker is a motivated HR professional who lives in the Capital Region. In May of 2011, Courtney earned her bachelor's degree from Le Moyne College with a dual major in Human Resources Management and Management and Leadership. Courtney joined Thoroughbred Advisors in May of 2015 as the Director of Selection and Development. In this role, she is utilizing her recruiting background to build a team of financial and insurance professionals, focusing in the areas of Latham and Queensbury where two of their offices are located. Courtney is also a member of the Capital Region Human Resource Association's Workforce Readiness Committee. She is responsible for organizing the committee to attend events throughout the year where they support job seekers in our area. Combining her positive attitude and optimistic outlook, Courtney is driven to succeed through empowering others to reach their full potential. Courtney@thoroughbredadvisors.com



Jose Segura has three loves in his life: Family, Business, and Baseball. Although he may be passionate about all three, the first two have provided a path and continue to strengthen his practice as a financial advisor. His character building experiences started when he was young. At the age of twelve he emigrated with his family from the Dominican Republic to New York City. He quickly came to realize that in order to provide his family with better opportunities he would need to apply himself to a more challenging path. He moved to Albany where he went on to attend The College of Saint Rose ultimately attaining his Bachelors' degree in Business Finance. Jose opened Segura Financial in 2003 and the next 13 years he developed his unique style of communicating effective financial strategies. He had a plan to more effectively communicate how the decision we make or don't make today could have a positive or negative impact on someone's financial balance sheet tomorrow. In 2014 when the opportunity to integrate with the Wealth Advisory Group LLC presented itself, it was the perfect chance to increase collaborative and professional resources. Jose_Segura@glic.com

YPN Overview

CONNECT

Get connected to one another and to top business, governmental, and civic leaders in the region that are vital to success.

DEVELOP

Attend programs that enable you to develop both professionally and personally.

EMPOWER

Feel prepared to impact your place of employment and the community.

As a workforce development initiative of the Capital Region Chamber, the Tech Valley Young Professionals Network (YPN) exists to attract and retain a strong talent pipeline throughout Tech Valley. The council serves as a catalyst to connect, develop and empower young professionals.

What makes us unique is ultimately what brings us together. YPN provides people of all professions the opportunity to come together and share their ideas and vision for the future.

YPN is a dynamic and diverse group of young professionals with the desire to build lasting relationships, a willingness to learn and grow, and the enthusiasm and drive to get involved within the community.

Presenting Sponsors



For more information about YPN, please contact:

Brandi Landy

Director, Talent Development

Capital Region Chamber

518.431.1414

blandy@capitalregionchamber.com

Supporting Sponsors

Bishop House Consulting, ShopRite & Transfinder

The above organizations believe in the mission of YPN and understand that attracting and retaining talent is a top priority for the region.

