



Executive Mentorship Program Guide



A Message from the Chamber

Thank you for your participation in our Executive Mentorship program. As a talent development initiative of the Capital Region Chamber, the Young Professionals Network (YPN) plays a critical role to help connect, develop, and empower area YPs.

The Executive Mentorship Program connects ambitious young professionals with high-level business leaders to support each other's professional and personal development.

This handbook was developed to be a resource to both mentees and mentors. It includes important dates and guidelines, as well as required and suggested activities.

With your commitment to Executive Mentorship program, I'm sure it will be a mutually rewarding and enjoyable experience.

Sincerely,

A handwritten signature in black ink that reads "Mark N. Eagan".

Mark N. Eagan, CCE
President and CEO
Capital Region Chamber

Executive Mentorship Program Overview

"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

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.

The Executive Mentorship Program's mission is to strengthen the Capital Region workforce through pairing young professionals with experienced and successful individuals in our community. This program provides both parties the opportunity for personal and professional development, growth, fulfillment, and empowerment.

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 the Capital Region. **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 a resource for one another.
- 3. Actively participate.**
Commit to actively meeting with your mentee or mentor throughout the program. We suggest that you consider making scheduled appointments on a regular basis and attend the mentorship 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 Recommended Activities

"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.

Recommended activities to make the most of your mentorship experience:

Meet Other Professionals

- Attend a Chamber event 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 or Virtual 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.

Meet for a cup of coffee, virtually or in-person

YPN Mentorship Co-Chairs

“Mentorship is great because your mentor can pull words and thoughts out of you that you didn't know you had in you! Sometimes all it takes is someone else asking you a question, and having to formulate an answer to give you the path that you knew was yours anyways. I would not be where I am today without this program.

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- Kimberly Lengyel



Kimberly Lengyel serves as a Senior Commercial Credit Underwriter at Broadview Federal Credit Union (formerly CAPCOM) where every day is a chance to make a difference in a members life. Kim ensures the financial stability of new and existing commercial loans for the Credit Union. Kim also owns her own business as a Family Leave Care Coordinator. Through her experiences of managing difficult conversations she helps families navigate what's available. She is known as a maverick leader with a calming presence in the face of chaos. Kim received her Bachelor Degree from The University of Scranton Business School, KSOM. Originally from Northeastern Pennsylvania, she now lives in Clifton Park, NY with 3 children and 3 dogs. In her free time, Kim can be found training for a race, hiking or reading.

“I joined the committee because I understand the influence the program has for those who participate and wanted to be a part of helping to continue the program's success. The program may only last for a period of time but the relationship and connection you create throughout will go well beyond that.

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- James Wighaus



James Wighaus, originally from Long Island, moved to the Capital Region in July 2018 after graduating from the Maurice A. Deane School of Law at Hofstra University. James is an Associate Attorney at Lavelle & Finn, LLP in Latham, New York. In practice, James assists clients in their estate planning and long-term care needs, business planning objectives, real estate transactions and tax matters. He has a passion for being able to help individuals and their families in situations where they may not be able to help themselves. That passion is what drives James' work ethic each day. At Lavelle & Finn, James sees every day as a new opportunity to work together with his co-workers, learn, solve problems, and provide a sense of comfort to each client. Out of the office, he is an avid sports fan and enjoys competing or watching his favorite teams. Although being a Jets fan is more difficult than not, James is a loyal fan that hopes one day he can attend a Super Bowl Parade in New York City.

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 Young Professionals Network (YPN) exists to attract and retain a strong talent pipeline throughout the Capital Region. The group 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



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

