**EFFECTIVE IMPACT**

**Mentoring Program**

**Class of 2020-2021**

# APPLICATION FOR PARTICIPATION AS A MENTEE

* Please submit application electronically to info@executivealliance.org and provide an original signed commitment form with your application fee to:
Executive Alliance, 10821 Red Run Blvd P.O Box 454 Owings Mills, MD 21117.
* Applications are due **March 2, 2020**. Applicants will be notified of acceptance into the program no later than April 1, 2020. Approximately 10-15 individuals will be selected to participate.
* A non-refundable application fee of $25 must accompany the application. Please make check payable to “Executive Alliance”. To make a credit card payment, please call 410-929-4026.

**Program Profile**

*Effective Impact Mentoring Program* is a twelve-month program that begins in May and ends in April. The program has two primary components: 1) a series of structured professional development sessions held six times throughout the year and covering such topics as communication, managing people, leadership, and business finance; 2) the matching of mentees with Executive Alliance member mentors for a one-on-one mentoring relationship designed to meet the needs of the individual mentee.

To successfully complete the program, mentees are **expected** to attend all professional development sessions and to fully participate in the one-on-one mentoring relationship. The program requires a **40-45** hour commitment for professional sessions and events throughout the year, plus individual mentoring time. A general time line for the program is outlined below. Specific locations, dates and times will be provided at the time of acceptance or beginning of the program. Location of the sessions will be in and around Baltimore City.

**2020-2021 Commitment:**

May 2020 - Orientation (2 hours)

August 2020 - Strengths Finders Session (2 hours)

June 2020 - Session 1 (4 hours)

September 2020 - Session 2 (4 hours)

October/November 2020 – Women of Excellence Luncheon (5-6 hours)

December 2020 - Session 3 (4 hours)

January 2021 - Session 4 (4 hours)

February 2021 – Executive Alliance Member Event (2 hours)

March/April 2021 – Executive Alliance Board Leadership Event (3-4 hours)

April 2021 - Program Celebration Dinner (3 hours)

Time with mentor (1-2 hours per month)

Accepted applicants who do not accept or accept and then leave the program are not guaranteed acceptance in subsequent years. Once the program has begun, no refunds will be issued.

Tuition is $2,500 and is due prior to the first session. Financial aid is available on a limited basis. Please contact Executive Alliance at 410-929-4026 or info@executivealliance.org. *All* *requests for financial assistance must be submitted with the application.*

**Mentee Profile**

This program is targeted to women who are mid-career and rising leaders within their professions. The ideal candidate will be a mid-level professional and/or manager with experience managing one or more direct reports for at least two years.

The following will be specifically considered:

* Demonstrated commitment to developing as a leader.
* Demonstrated proficiency of leadership skills at work or in another setting.
* Demonstrated effectiveness for development within a group setting.
* Leadership role in volunteer organization.

**Contact Information:**
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who recommended you for the program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following to help improve our program diversity (OPTIONAL):

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment History:**

Current Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Employer Profile:**
Company Headquarters \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of your office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Number of employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Please check all that apply: \_\_\_\_My company has an internal leadership program \_\_\_\_My company has a women’s leadership group \_\_\_\_My company has a formalized professional development program

**Education**

List colleges, advanced degrees and/or specialized training. If you require additional space, please attach a separate sheet.

Name and City of Institution Degree/Dates

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Honors, awards and recognitions. If you require additional space, please attach a separate sheet.

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**Personal Statement**

Please address each of the following questions on a separate sheet as your personal statement, no more than three pages total.

1. Why have you sought a mentoring program? What specific skills or knowledge do you believe a mentoring program can provide to you?
2. Describe yourself as a leader, using specific examples of your leadership experiences and how you want to improve your leadership abilities.
3. Provide specific examples of your community service activities and describe their importance to your development.
4. Please list your professional accomplishments and then define/describe the one you consider to be your most important professional accomplishment.
5. What issues and challenges would you like to address in the individual mentoring relationship?
6. Describe the strengths and weaknesses of any prior mentoring relationship(s) you have had.

**Additional Information:**

A current resume or curriculum vitae and a written recommendation must from someone who has first-hand experience of your leadership abilities (a supervisor at work or a community service relationship) must be included with your application.

Please also enclose the attached Commitment Form (a PDF of the signed Form is acceptable).

If you or your supervisors have any questions, please contact the Chair of the Mentoring Program, Jenny Trostel at (302) 584-4674.

**EFFECTIVE IMPACT Mentoring Program
Class of 2020-2021 Commitment Form**

*I am aware of the time commitment involved in participation in the Executive Alliance mentoring class of 2020-2021. In addition, I understand and accept the goals of the program. If selected, I will devote the required time and fulfill my obligations by participating fully in the program****.***

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_