BOMA Emerging Professional Mentee Program Information

Information For Mentees

The most successful people in the world have a few things in common, including the experience of the positive and powerful benefits of having a mentor. Whether you are brand new to the industry in an entry level position, or working your way up the ladder, a mentor can help you get to the next level of your career in property management.

Benefits of Having a Mentor:

- Receive career direction
- Feel more confident
- Learn about other roles in commercial property management
- Potential significant career advancement
- Professional success
- Increased job satisfaction

Mentee Qualities:

- Enthusiastic about self-improvement and/or career development
- Willing to listen to constructive criticism
- Open to talking about strengths and weaknesses as it relates to career development

Requirements:

- 5 years or less experience in commercial property management.
- A commitment to participate for one year (we suggest a minimum of four sessions for at least one hour, with as many in-person meetings as possible).

Next Steps:

- After your application has been reviewed, BOMA San Antonio will attempt to find a mentor who is a good match for you (based on the information you provide in the application). If a match has been made, you will be introduced to the mentor via email. You will be introduced to the mentor at the BOMA Kick Off Meeting.

If a mentor is not available, you will be notified and placed on a waitlist.

Tips for Mentees

Preparation for the Introductory Session:

- Think about your strengths and weaknesses (in terms of your current job and career aspirations)
- Come up with SMART (specific, measurable, attainable, realistic and time-bound) career objectives (i.e. “I would like to be promoted into a senior property management position within my company five years from now”).
- Think about what you want to get out of the mentoring relationship. If it is a long list, choose your top priorities

At the Introductory Session:

- Ask each other why you are participating in this program
- Learn about each other’s past experiences (i.e. education, work)

Ideas on what to talk about throughout the sessions:

- Things your mentor wished they knew then that they know now
- Mentor’s successes
- Mentor’s mistakes and how they were resolved
- Conflict resolution
- Insight into how decisions are made
- How to work effectively with contractors/teams/senior management
- The ‘big picture’ of how various roles impact other departments, or the industry
- Unwritten rules in the workplace
- Work-life balance

Sample Questions to Ask Your Mentor:

- How did you get to where you are today?
- What is a typical day/week/month like?
- Do I need further education to achieve my career goals?
- What is the most rewarding thing about your job?
- What are your least favorite tasks?
- What industry trends are around the corner?

Keys to Success

Make commitments.
Effective programs require the mentee to make commitments to accomplish certain desired tasks, which will lead to their final outcome. Agree on a timeframe and stick to it.

Actively listen.
Take notes, show that you are listening, ask questions, reiterate what they've said to ensure you understood it.

Ask questions.
Come prepared to each session with a list of questions or discussion topics for your mentor. If it is something you think your mentor may need time to think about, send it to them in advance of the session.

Help your mentor help you.
At the end of each session, let the mentor know what you valued most from that session. This will help the Mentor understand how to assist you better in the future.

Communicate changes in your expectations.
If you have a change in your expectations of what you want to gain out of the program, discuss it with the Mentor immediately.

Take risks.
Be willing to take risks and try things outside of your comfort zone.

Do the work yourself.
Understand that your mentor is there to provide a certain level of support and advice but is not there to solve problems for you. The mentor will act as a sounding board or perhaps offer an alternative point of view.

Be open to suggestions.
Be willing to learn new things and not take constructive criticism personally.

Correct misunderstandings immediately.
So, they do not become a problem.