



NHLA  
EMERGING LEADERS

# Mentee Information

# Mentor Program

## ***Mission***

The mission of the Emerging Leader Mentor Program is to provide members with the opportunity to meet industry professionals who want to share their experience, knowledge and advice. Through the mentoring program, EL members receive guidance and support as they explore career enhancement and advancement.

## ***Program Overview***

The Emerging Leaders leadership council is dedicated to provide professional development opportunities and experiences for our members. Mentees are selected through an application process and paired with mentors based on the mentee's areas of interest and availability of the mentors.

Mentor program sessions take place two times per year – generally spring and fall.

## ***Facts about the Program***

The mentor program is designed to recognize up and coming leaders in the hospitality industry and provide resources for learning experience. Partnering mentors and mentees develops a process for both parties to maximize professional and personal growth.

The program is a 10-week commitment for both parties - mentors and mentees.

Two-way communication is essential for the success of the program. Both the mentor and the mentee should be active participants in the program. Conflict and difference of opinions is natural in any setting. This is part of the learning experience. Open communication allows for discussion and ultimate decision making.



# Mentee Responsibilities

## *Expectations for Mentees*

- First of all, have fun – take advantage of this amazing opportunity
- Determine areas of opportunities
- Determine and express your expectations from the program
- Be prepared to dedicate time throughout each month for the mentoring sessions
- Be prepared for homework assignments from the mentor
- Complete all assignments prior to the next scheduled session
- Feel comfortable in communicating with your mentor
- Take notes, discuss any ideas, issues, suggestions or concerns with your mentor
- Be on time for the designated mentoring session; be respectful of the executive's time schedule
- Dress appropriately when meeting with your mentor
- Stay in touch with your mentor throughout the 10-week period
- Be prepared to attend the final session December 7 which will be held at the Venetian. The event will bring all participants together and include some really fun elements at the property.
- A digital badge of completion will be sent to each participant at the conclusion of the program. This shows your dedication and advancement in the program.



## ***Suggested Schedule and Activities***

### **10 WEEK PROGRAM**

**Week 1** Introductions – Mentor & Mentee @Orleans

**Week 2** Meet with Mentee and develop a plan that meets mentees' goals (in person, Zoom, Call)

**Week 3** Meet with mentee and review progress; assign the next step in your designed plan

**Week 4** Meet with other Mentors and Mentees to reflect on experiences – Mixer between EL Mentor Program at a location to be announced.

**Week 5** Engage with your Mentor and Mentee with a property lunch followed by a department tour (if possible).

**Week 6** Attend any NHLA event – Important to attend together both Mentor & Mentee – Communication will be sent on these events. Here are a few for October:

- Behind the Scenes – The Cromwell – October 11  
OR
- NHLA & UNLV Golf Clinic Series Launch – October 11
- A Day at the Ranch hosted by Horses4Heroes – October 15

**Week 7** Pair Mentors and Mentees together in groups of 4 (2 mentors & 2 Mentees) from same company or same network. @ The Cosmopolitan (*End of Oct- Beginning of Nov*) *We will advise of date*

**Week 8** Mentor and Mentee completes NHLA Mentor Program Survey

**Week 9 & 10** Email Testimonials

**Conclusion** - NHLA Mentor Program conclusion @Venetian Resort & Casino – December 7 from 6P – 7P.

**Digital badges will be sent to all those completing the program.**

Thank you for participating in this great mentor program.