



The Hook Mentorship Program

OVERVIEW

The Hook Young Professionals group, a part of The Spearfish Chamber of Commerce, aims to help business professionals in our community grow and succeed both professionally and personally, thereby enriching the entire community. The Hook Mentorship Program provides opportunities to share the wealth of experience and advice that lies within our more established members with the future leaders of our growing community. Our aim is that this program will create beneficial and profitable connections amongst community members and deliver actionable information, strategies, and tactics that will help members set and attain their short-term and long-term goals, therefore advancing the success and prosperity of our membership throughout the entire Spearfish area.

BENEFITS TO MENTOR

- Receive a rewarding experience guiding others towards success
- Receive assistance and support from mentees on matters in which the mentee may be an expert or have experience (i.e. “reciprocal mentoring”)
- Receive recognition by The Hook Young Professionals and The Spearfish Area Chamber of Commerce
- Learn how to communicate more effectively with younger professionals
- Learn what motivates and what is important to younger professionals
- Expand professional network

EXPECTATIONS FOR A MENTOR

- Meet regularly with your mentee at least once per month for the duration of the mentorship program (6 months)
- Communicate regularly with your mentee between meetings by phone or email
- Give feedback, send status updates, and participate in periodic assessments from The Hook Mentorship Program
- Keep all personal or sensitive information shared with you by your mentee confidential unless it represents harm to self or others

- Maintain a professional, ethical, and responsible relationship with your mentee
- Attempt to resolve any conflict with your mentee directly. If it cannot be resolved in this manner, you must communicate the issue with The Spearfish Area Chamber of Commerce Executive Director.

MENTOR QUALIFICATIONS

- Be a current Spearfish Area Chamber of Commerce member
- Have a minimum of 10 years work experience
- Submit a complete The Hook Mentorship Program Mentor Application

BENEFITS TO THE MENTEE

- Receive assistance from an experienced professional in setting and achieving personal and professional development goals
- Receive personal guidance, knowledge, skills, perspective, and encouragement
- Receive recognition by The Hook Young Professionals and The Spearfish Area Chamber of Commerce
- Improve communication skills and on-the-job performance
- Learn what motivates and what is important to experienced professionals
- Expand professional network

EXPECTATIONS FOR A MENTEE

- Meet regularly with your mentor at least once per month for the duration of the mentorship program (6 months)
- Communicate regularly with your mentor between meetings by phone or email
- Give feedback, send status updates, and participate in periodic assessments from The Hook Mentorship Program
- Keep all personal or sensitive information shared with you by your mentor confidential unless it represents harm to self or others
- Maintain a professional, ethical, and responsible relationship with your mentor
- Attempt to resolve any conflict with your mentor directly. If it cannot be resolved in this manner, you must communicate the issue with The Spearfish Area Chamber of Commerce Executive Director.

MENTEE QUALIFICATIONS

- Be a current Spearfish Area Chamber of Commerce member
- Have a minimum of 1-year full-time work experience with a Spearfish Area Chamber of Commerce member organization
- Submit a complete The Hook Mentorship Program Mentee Application

MUTUAL EXPECTATIONS BETWEEN MENTORS AND MENTEES

- Will maintain an attitude of enthusiasm, energy, passion, positivity and commitment to a highly successful learning and development experience
- Will listen first in the spirit of seeking first to understand before making judgements and speaking
- Will respond in a timely manner to inquiries, either by call, text, or email within 24-hours
- Will be willing to work/think outside of each other's comfort zone to explore new ideas and opportunities

2023-2024 MEETING TIMES AND LOCATIONS

- October — Program Kickoff Event
- November — Meet on your own schedule — Goal Setting
- December — Meet on your own schedule — Book Study Journal
- January — Meet on your own schedule — Reverse Mentoring
- February — Meet on your own schedule — Resumes
- March — Program Recap Event