

BOMA/Chicago Mentorship Program Mentor Application & Overview

As someone who is interested in becoming a mentor, you know that behind every successful person, there was likely a mentor who provided that person with guidance and support. BOMA/Chicago has developed a mentorship program for this very reason – to allow you, the successful and seasoned professional – to now help others who have a passion to enhance their education and careers. By passing on your wealth of knowledge to mentees, you will play an important role in developing the future leaders of our industry. You will also gain perspective by viewing your profession through your mentee's eyes, feel valued for your knowledge and insight and be a crucial component to your mentee's success. Think of how rewarding this will be – not just for the mentee – but also for YOU!

BOMA/Chicago's mentorship program consists of mentors who are RPA/FMA graduates and have at least seven years of experience in the CRE industry. Mentees are required to be currently enrolled in RPA/FMA classes. Mentors/mentees will be paired for the duration of the student's participation in the RPA/FMA program, which is typically a two to three year period. Only one mentor will be assigned to each mentee. If the mentorship is not working out for either party, both can be reassigned.

Please read through the following mentor requirements. If you are qualified and interested, apply today by completing the Mentor Application Form.



Requirements of Mentor

- At least seven years of work experience in the CRE industry
- Commitment to participate in quarterly meetings and meet as needed and requested by mentee
- Active member of BOMA/Chicago and an RPA/FMA graduate
- Commitment to host assigned mentee until the mentee graduates and earns the RPA/FMA designation

Please reach out to us for more information or questions.
Contact Jaclynne Madden, by calling 312-870-9608
or emailing jmadden@bomachicago.org.



BOMA/Chicago Mentor Information

Role of the Mentor

- After you are paired with a mentee, it will be the mentee's responsibility to reach out to you to schedule a date and time to meet. Virtual meetings are encouraged until conditions are safe.
- We recommend that you share your resumes with each other before this initial meeting.
- Help your mentee identify goals and objectives that are SMART (specific, measurable, attainable, relevant and time-bound). These goals should be developed within the first two meetings.
- Be a champion of the RPA/FMA designation program and all CRE education. Continually ask and check-in about your mentee's progress through classes and exams. If the mentee is not passing exams or having trouble understanding course content, reach out to BOMA/Chicago immediately. We will help you and your mentee develop a game plan and find content experts to help the mentee understand the curriculum. Your goal is to ensure that the mentee graduates within two to three years.
- Help mentees understand how their RPA/FMA classroom curriculum can be used in the real world and on the job.
- Be available, reliable and approachable at all times for your mentee.
- Be able and willing to guide and support your mentee by answering questions and sharing experiences. You must also be comfortable with giving constructive criticism.
- Demonstrate exemplary communication skills. Be open to talking about yourself and your own CRE experiences.
- Exhibit integrity and possess an ethical, professional demeanor.
- Be respectful of protecting the confidentiality of others and your mentee.
- Facilitate mentee growth by sharing networks and resources. Help with career planning and development skills (networking, resume building, etc.).
- Build your mentee's confidence through encouragement. Celebrate successes when goals and milestones are met!

Guide for Mentors

- Please take some time to read through [this very detailed mentoring guide](#). This guide was written by the Center for Health Leadership & Practice in Oakland, CA. This organization gave BOMA/Chicago approval to distribute the guide to our members. We sincerely thank the Center for sharing their expertise and passion for mentorships.



BOMA/Chicago Mentor Information

Tips for Mentor

- Establish trust and tell your mentee that your discussions are confidential.
- Realize that what has motivated you in your life and career might be different from what motivates your mentee. Also, keep in mind that your own career path may not be appropriate for the mentee or the one that your mentee wants.
- Challenge and support mentees. Help mentees discover their passions.
- Always try to ensure the mentee feels comfortable, safe and at ease. Tell your mentee that “there are no dumb questions.”
- Provide constructive criticism.
- Offer alternative points of view as a way to challenge the mentee’s frame of mind.
- Groom mentees for senior-level positions.
- Be a sounding board for the mentee and actively listen (ask questions, repeat what your mentee has stated to ensure you understood it).
- BOMA/Chicago encourages mentees to be proactive about scheduling meetings and calls. You can also schedule meetings, but the onus should always fall on the mentee.
- Your relationship with mentees is meant to have tangible outcomes. Mentees know that they are responsible for their own successes and career growth. However, you should be a trusted confidante to help the mentee along the way in reaching her or his goals. When goals are met, celebrate those successes!
- If you believe that your mentee is becoming excessively reliant on you or has crossed a line in the mentor/mentee relationship, contact BOMA/Chicago immediately.

Before Your First Meeting with Mentee

- Share your resume with your mentee and ask to see your mentee’s resume.
- Write down what you hope to get out of the mentor relationship.
- Think about your own experience with a mentor. Write down what worked well and what didn’t.

During Your First Meeting

- Ask each other why you are participating in this program and share your goals with each other.
- Ask each other why you believe there is value in the RPA/FMA program.
- Learn about each other’s education and work history.
- Ask questions to find out about any mutual connections, shared hobbies, etc.



BOMA/Chicago Mentor Information

Other Discussion Ideas for Future Meetings

- Share what you “wish you knew then versus what you know now.”
- What were your biggest successes and how were those successes achieved?
- What were your biggest mistakes and how they were resolved?
- What are the responsibilities of various roles in upper management and what is required to attain those positions?
- How do all of the different jobs in real estate (engineering, AGM, vendors) fit together into the “big picture”?
- How can mentees effectively work with contractors?
- How can mentees effectively work with senior management?
- What are some unwritten workplace/industry rules?
- How can your mentee achieve a solid work-life balance?
- What new programs, events, technologies, etc. are tenants interested in/asking for? Take some time to talk about exciting building updates/programs and best practices.
- Are there new sustainable initiatives in Chicagoland that either of you have implemented or explored?
- What other certifications and credentials do you have? Would you recommend that your mentee earn these?
- What other organizations are you involved in (CREN, CREW NAIOP, etc.)? Do you recommend that your mentee get involved in these organizations? How do those organizations contribute to your professional development?
- Are there any upcoming networking events that you could both attend together?

**Impact & Groom Future Leaders:
Become a Mentor Today!**



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