



Young Business Leaders

Mentoring Program Handbook

Young Business Leaders: Birmingham, AL

“You then, my child, be strengthened by the grace that is in Christ Jesus, and what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others also.”

II Timothy 2: 1-2

YBL is a Friend in the Marketplace

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Mentoring and YBL

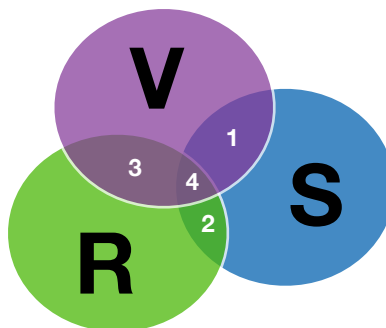
Four Pillars

Young Business Leaders is founded on four pillars: **Youth, Discipleship, Mentoring, and Outreach**. We believe that life-on-life relationships hold the key to effective discipleship for the Kingdom of God in the Marketplace. Mentoring, as one of our four pillars, is about developing and sustaining individual effective learning relationships between younger men and older men in the workforce. So what makes a good mentor?

We believe a good mentor is:

Successful in their Careers	A Person of Influence	Knowledgeable
We measure success, not by financial metrics, but by reliability, sustainability and integrity.	A mentor develops relationships to influence the marketplace effectively and positively.	A mentor knows and respects the information in his vocation, faith, and family.

Different mentees need different kinds of mentors. The graph below demonstrates this. In the chart, “V” represents Vocation, “S” represents Spiritual and Personal, and “R” represents Relational. We attempt to find that spot where the mentors and the mentees click. 1 (Vocational and Spiritual needs), 2 (Spiritual and Relational needs), 3 (Relational and Vocational needs), and 4 (someone who expresses interest in all three) are the intersections of the mentees needs an the mentors areas of capabilities.



A mentor and a protege both know and recognize roles and expectations

Basic format

After a banquet, YBL members conduct extensive follow-up phone calls with the respondents. We discuss the three routes by which a person can become involved in YBL: Concentrating On the Majors and Investigative studies, Mentoring, or Service and Community projects. Determining the best way that YBL can meet the Young Business Leaders' needs will be key to creating a lasting relationship.

Procedure

Step 1:

After a phone call from a member of the Follow-up Committee, and once it is determined that the individual is interested in the mentoring program, their interest and detailed information will be collected by the Mentoring committee and then processed in the YBL office. This normally takes about a week to accomplish.

Step 2:

Next, the database is examined by the mentoring committee to divide the names up for a secondary activity. Once the names are divided between the follow-up members, the committee works to place the future mentees in the best possible match with a mentor. It is therefore imperative that the Follow-up committee, as they are discussing the options for involvement in YBL with those who have responded from the banquet, gather as much personal, spiritual, and professional information as possible.

Step 3:

After the Mentor Committee determines the best possible matches for the mentees, the Mentor committee (and appropriate volunteers) begin contacting the mentors to determine if they are still available for the mentoring program. If they answer "yes," then send them a copy of the Best Practices for Mentors sheet (see pg. 8) to review with them. If they say "no," then immediately take note and contact the Mentoring Committee chair for re-assignment.

Step 4:

Continue with affirmative groups by contacting the mentee and sending them the Best Practices for Mentees sheet (see pg. 9) Explain clearly to them that mentoring is a unique learning relationship between an older man and a younger man. We are not trying to set up best friends, although we hope friendships develop. It is also not a job networking opportunity. It is an opportunity to learn about business, faith, family, and personal growth and decision making skills.

Step 5:

Once both parties have been contacted and agree to move forward, instruct the mentee to make first contact with the mentor. Conclude the process by emailing both parties, including all relevant contact information, and clearly putting the ball in the mentees court to initiate the relationship. Explain that we will periodically follow-up with both parties and that we are available for consultation. There will also be an evaluation, a "touch base", at the end of the six months to determine future steps.

Step 6:

The mentoring committee assumes responsibility for six-month follow up. This will be done by having a clear database of matches, both ongoing and defunct, for follow-up and reference. At the end of six months, the follow-up will be conducted either over the telephone or via a one-on-one meeting, using the Follow-Up Evaluation Questionnaire (see pg. 10). We recommend emailing the questionnaire first, and then following up with a telephone call to discuss or set up a meeting time.

Please Note:

As you conduct your matches, please make sure your records are clear and that you send them to the proper contact! When in doubt, send it to <info@ybl.org> and we will take care of it in the office!

Mentoring Program Timeline

Following these set procedures will allow YBL to add structure and continued efficiency to the current mentoring program. Furthermore, this will help the program to be replicable, and will hopefully help require less planning on the front end of each mentoring period.

Month 1:

- * Banquet Follow-up phone calls: discussion of COM study and mentoring opportunities
- * Evaluate applicants
- * Place matches

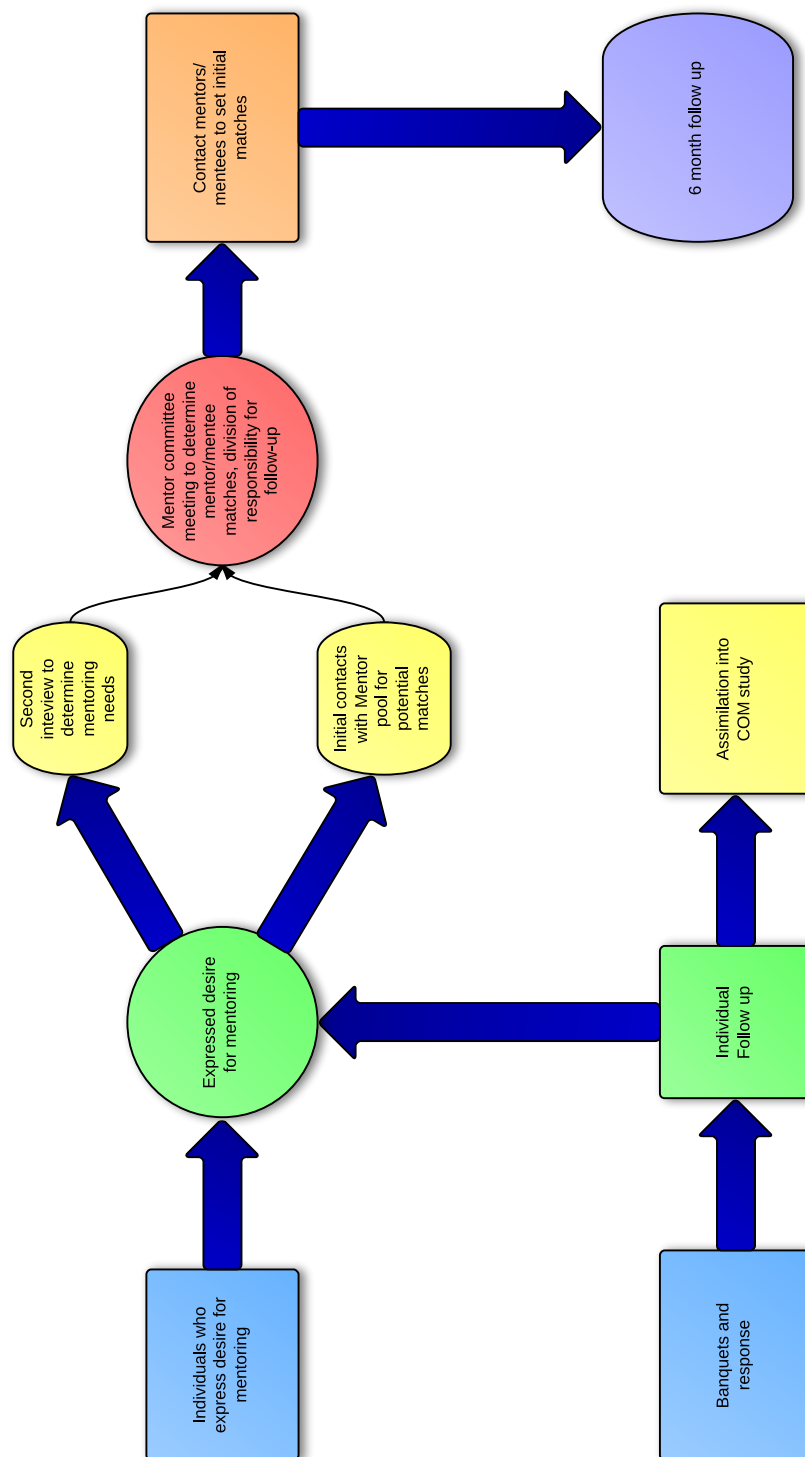
Months 2-5:

- * Continue to finalize initial matches
- * Replacements matches (for those with poor initial match)
- * Secondary matches (for those who join the program late)
- * Extended mentor/mentee matches (For those who have finished one cycle of mentoring and would like to continue to another cycle)
- * Evaluate and assimilate potential new mentors
- * Encourage a possible service event or activity for Mentor and Protégé (Lovelady Center, Church service days, Leadership Symposium, Aspire Movement, etc.)

Month 6:

- * Begin Evaluation Process
- * Have breakfast/luncheon for everyone involved in the program.
- * Select 5-10 mentors to have meeting with to get detailed feedback, as well as gather ideas for things that worked well/did not work well.

Mentoring Flow Chart



Opportunities for involvement in YBL:

YOUNG BUSINESS LEADERS teaches practical, Biblical principles for issues such as balancing career responsibilities with family commitments. We help you discover God's perspective on your life and your roles as businessman, friend, husband and father. As you see these truths impact your life, you will be encouraged to help others apply these same principles. You may get involved in YBL in the following ways:

One-on-one appointments with YBL staff

Young Business Leaders has a staff that crosses denominational boundaries. Whether you desire to learn more about YBL or to explore a new direction for your life, a professional staff in a professional environment is available.

An investigative study of God's word (3 weeks)

YBL's three to four week, *Investigative Study* focuses on the validity of God's word, purpose for our lives and basic teachings of the Bible. It helps men to understand what Christians really believe, the basis of these beliefs, and the role of Jesus the Christ in life and eternity.

A Concentrating on the Majors small group (12-15 weeks)

As a direct result of banquet follow-up, interested businessmen may participate in the staff-led, small-group Bible studies and support groups mentioned on the banquet comment card. The twelve-to-fifteen week, *Concentrating on the Majors Study* covers topics such as assurance of salvation, God's forgiveness, knowing God and the Lordship of Christ.

Mentoring Program

In life as in business, making the right decisions is essential for success and longevity. Whether it be balancing career and family, starting or losing a business, the right career path, or personal issues, our mentoring program will connect you with a seasoned godly man.

Businessmen's accountability/discipleship small group

These groups are for men that have completed the foundational discipleship study, *Concentrating on the Majors*. They provide a source of friendships, personal accountability, camaraderie, help with difficult issues, encouragement in the midst of the many challenges business leaders face in the marketplace as well as their personal life. Several of these groups have been together for over 15 years.

Quarterly Breakfast or Dinner Banquets

Our banquets provide a safe environment for men to hear the inside stories of nationally recognized industry leaders in business, sports, and politics, while also hearing the gospel. It is powerful to hear the men tell their struggles, their successes and what means the most to them in their lives.

Community Service Opportunities

YBL believes that our faith needs to have feet in the community. At present, we run a Leadership Seminar at Restoration Academy in Fairfield, AL (an urban outreach school). We also participate in events at places such as the Love-lady Center and work together with local churches to serve and impact the Birmingham community.

Follow-up Dialogue: Recommended Practice

Initial Things to remember:

- Many speakers choose to come to speak at a YBL banquet because of tremendous follow-up effort.
- Express appreciation or thanks for coming. The vast majority of men are extremely receptive.
- Always have the Follow-Up Form (see pg. 7) and a pen ready to jot down info.
- Tell them that a letter from YBL is coming.
- Explain that we have two studies and a strong mentoring program.
- Ask to meet (lunch, breakfast or coffee) to explain YBL. This gives you a more effective opportunity to explain the studies to him.
 - Yes, he wants to meet – set time and place
 - No, he cannot meet—ask if you may explain more about YBL to him over the phone now.

Explain studies:

Investigative studies:

Description: A three-week study on the person of Christ dealing with topics such as "Is the Bible valid?" and "What is a Christian philosophy?" This study is good for a person who has never made a commitment to Christ or for someone who has questions before they "get started" in their Christian faith.

When is it held? One-on-one, done at any time. Or, if interest is great enough, a group study

Concentrating on the Majors:

Description: This twelve to fifteen week study will give an overview of the Christian life. The Lordship of Christ, the Spirit-filled life, a personal devotional life, assurance of faith, and some good business issues are some of the topics covered. In addition, this study provides an introduction to the many benefits of a small group study.

When do they start?

To Be Determined: Normally these studies are on Tuesday or Wednesday at 6:30 AM.

Questions about the studies or mentoring program:

- Which study are you interested in? Important to ask—he won't come if he's not invited.
- Be sure to tell each man expressing an interest in a study that they will be contacted by the study leader prior to the first meeting.
- If interested in mentoring, express that the mentoring program is approximately a once a month, six month long commitment. He will be contacted by our mentoring committee.
- If conversation continues, assess where he is spiritually. What church does he go to, any Bible studies, etc. . .
- Tell him you made a commitment to Christ and it was the most important decision you have ever made and you would like to tell him about it.
 - or—Tell him you would like to personally introduce him to Phil or Ike.

Note: Many of these men become involved in studies or mentoring program because of a face-to-face visit even though they did not sign up for a study at the banquet.

Mentoring Program Follow-Up

Instructions: Thanks for helping with our follow-up for the Mentor Program at YBL! We believe that accurate information can help make better matches, which makes for more long-term impact in the mentoring relationship. Please remember that the most important thing is to have a good conversation with the requestor. This will give you most of the information we need!

General Information

Name: _____ Age: _____

Marital Status: (circle one) Single Married Divorced

Company and Position: _____

Type of Mentoring Relationship Preferred (Check One or More)

- ☐ Spiritual (Looking for a Godly man to help with questions about Christianity)
- ☐ Business (Looking for advice and instruction on career)
- ☐ Relational/ Familial (Looking for information on family or relationship with wife/
girlfriend)
- ☐ Personal (Looking for advice on growing as a man, making decisions, leadership)

Assessment of Spiritual Condition (Optional)

Additional Comments

Mentor Best Practices

Vision: Young Business Leaders is built on four pillars that reach out to the men in the business community: reaching young men, discipleship, mentoring, and evangelism. One of the unique aspects of YBL's vision is the mentoring component. Over the past seven years, YBL has built an excellent mentoring infrastructure that is both accessible and non-obtrusive. In our efforts to continue to develop our mentoring program, we have introduced a *best practices sheet* for our Mentors and Mentees.

Mentor Best Practices:	
1.	Manage expectations: Clearly identify the Mentor/Mentee relationship goals with the Mentee.
2.	Recognize your role: There are several different types of Mentors, so consider carefully what your Mentee needs—Career Guidance; Relational/Life Skills; Spiritual/Intellectual Guide
3.	Determine an initial timeline for mentoring relationship that provides an early opportunity for re-evaluation.
	a. YBL recommends an initial 6 month mentoring relationship with once a month meetings that are consistent. This initial phase will conclude with an evaluation that will be conducted by a member of our Mentoring Committee.
	b. Following a 6 month initial mentoring phase, the Mentor and Mentee can explore new matches or continue with an extended mentoring relationship.
4.	The Mentor is responsible to keep designated time free for meeting, while the mentee is responsible to set up the meeting.
4.	Model prayer with your Mentee (begin and end sessions with prayer)

Mentee Best Practices:	
1.	Identify your goals: before your first meeting, briefly define in writing where you hope to be at the end of your mentoring relationship.
2.	Identify your needs: what are the specific areas in your life where you feel the need or desire to see immediate growth? Personal/Spiritual; Business/Vocational; Relationship/Life skills; Family
3.	Develop your communication strategy: What do you want to know from your mentor? Come prepared to ask specific questions. Recognize that a mentoring relationship is a unique one built around the Mentor imparting information in response to good and valid questions.
4.	The Mentee is responsible to call the Mentor for the initial meeting.
5.	The Mentee is responsible for confirming the mentoring time, place, and designation with the Mentor in advance of the meeting.
6.	Remember that time is valuable in the Marketplace! Be prepared for a 1 hour meeting. The Mentor can always extend the session.

Conclusion:

Remember, we are one of the few organizations mentoring in the marketplace that includes the spiritual as a vital part of our relationship! Give God the opportunity to work!

Mentee Best Practices

Vision: Young Business Leaders believes that life on life mentoring is one of the most important relationships that a young businessman can have. Learning from the experience of others can help the young businessman avoid potential pitfalls and proactively get “ahead of the curve” in their business, family, and personal lives. We believe that learning from men who have gone before us can strengthen our faith, our morals, and our character. However, many mentoring programs fall down because of unmet expectations. The following is our suggested *Best Practices* list for Mentors and Mentees to help manage those expectations and create a successful Mentoring Relationship.

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Mentoring Program Six-Month Evaluation Questionnaire:

1. What were your goals going into the mentoring program? Were they met? Explain.
2. Did you feel like you and your mentor were a good match? What caused the relationship to flourish/fail?
3. Were you able to meet consistently? Were the meetings frequent enough? Too Frequent?
4. Were the meetings efficient? Did you cover the topics you wanted to cover?
5. What was the most beneficial part of your mentoring relationship? How has the relationship impacted your life?
6. Are you interested in continuing this relationship, or would you like to seek a new mentor?