



ANNUAL MENTORSHIP PROGRAM

June 2023 - June 2024

INFORMATION FOR MENTORS

10 TOP REASONS TO BE A MENTOR

- You are:
1. [Paying It Forward](#)
 2. [Shaping Diverse and/or Small Business Suppliers into Better Business Leaders](#)
 3. [Flexing Your Leadership Muscle](#)
 4. [Learning More About Your Company and Your Profession](#)
 5. [Achieving Professional and Personal Goals](#)
 6. [Gaining New Perspectives with New Ideas](#)
 7. [Exercising Emotional Intelligence](#)
 8. [Strengthening and Sharing Lessons You've Learned](#)
 9. [Giving Back](#)
 10. [Making A Difference](#)

MENTOR EXPECTATIONS

- DA4S Virtual Interviews - [March 13-14](#)
 - » [Participate in the applicant Interview Session or ask a peer to attend and take notes to reference back on your behalf. Submit selections by March 28](#)
- DA4S Mentee/Mentor Welcome - [May 2](#)
 - » [Join us at the East Coast Conference for the Mentorship Session and to meet your Mentee in-person. \(If Mentor is not available a representing colleague can attend if possible, but not required\)](#)
- DA4S Virtual Meeting - Program Kick Off - [June 6](#)
 - » [Attend the Program Information Session](#)
- Mentee Meeting Schedule and Goal Sheets - [June](#)
 - » [Schedule Q2 and Q3 mentor meetings on the calendar with your mentee and have goal sheet finalized by end of June](#)
- Mentor Check-In Virtual Meetings
 - » [Participate in monthly or bi-monthly 30-minute Mentor Check-In Calls with other Mentors in the program](#)
 - » [An opportunity to collaborate and learn from your Mentor Peers](#)
- DA4S East Coast 2024 Conference
 - » [Join your Mentee for the in-person Pitch Competition and program graduation \(If Mentor is not available a representing colleague can participate\)](#)
- Face-to-Face Meeting
 - » [Collaborate with your Mentee on how many F2F meetings are doable and necessary during the one-year program. One F2F meeting is ideal, if safe to do so following the pandemic. \(Location at discretion of Mentor\). All other meetings to be held virtually. If one F2F meeting is not possible due to restrictions within the one year program - virtual meetings are acceptable](#)
- Mentor/Mentee Meetings (within the course of the one-year program)
 - » [Collaborate with your Mentee to meet once a month. \(Mentor & Mentee mutually agree on length of meetings\)](#)

MENTEE EXPECTATIONS

- Take responsibility for driving the program
- Work with their Mentor to schedule calls and in-person meetings
 - » Mentee and Mentor have at minimum one 1:1 Face to Face Meeting if possible
 - » Coordinate virtual meetings to take place once a month
- Prepare proactively for all meeting/calls by:
 - » Soliciting agenda items from their mentor
 - » Set the meeting agendas
 - » Schedule the actual virtual meetings
 - » Send the agenda to their Mentor prior to all meetings
- Record and send follow-up notes with action items for all meetings
- Define clear and quantifiable goals
- Achieve their goals with the coaching and guidance of their Mentor
- Review their goal sheets quarterly with their Mentor to make sure they are on track to achieve them or adjust them - goals need to be realistic and attainable upon initial setting
- Must attend both the DA4S Annual East and West Coast Conferences
- Do not ask for business from their Mentor's company

PROCESS

Prior to the Virtual March 2023 Interviews

- Mentorship Committee collects all applications from interested mentees
- Applicant must be a supplier in the Life Sciences and a current DA4S Member
- Mentorship Committee reviews the applications for completion then compiles them together for corporate Mentor review
- DA4S provides all the applications prior to the interviews for corporations to review
- Interview sheets of the supplier applicants participating in the Interview Session will be provided with a one-line on their company/category of service
- The purpose of the Interview Session is to allow the corporations to meet the applicants and assess needs/goals fit to assist with the final selection process

Following the DA4S Virtual Interviews

- Corporations will submit their 1st, 2nd, and 3rd choice of potential Mentee/s by **March 28** to DA4S
- If the actual Mentor/s can't attend the virtual interviews, we ask if someone from their team can sit in on the interviews and take notes to take back and review with the Mentor. This aids in helping corporations identify the right match and corporations appreciate the interview opportunity

Questions? Contact: Dee Knopp - DA4S Executive Director

dee@diversityallianceforscience.com

Hana Laurenzo - Committee Lead

hana@tlctranslation.com

Paula Ribeiro - Committee Co-Lead

Paula.Ribeiro@astrazeneca.com