



Product Development Division (PDD) Mentorship Program

The PDD Mentorship Program is the only program of its kind for current or aspiring Product Development professionals. IFT prides itself on 'feeding the minds that feed the world' and being a part of the Mentorship Program provides a 1:1 opportunity to do just that.

Once mentors and mentees sign up, they are paired by members of the PDD leadership team based on mutual interest and experience. Also, our leadership team connects with the mentors and mentees to obtain feedback on a regular basis for improvement of the program. Below are some guidelines to help you get off on the right foot.

Mentee Guidelines

- **Meetings**
 - In the first 1 to 2 weeks after pairing with a mentor, we recommend you set up a 30-min 1:1 meeting (phone/Skype) to share your expectations with your mentor
 - After the initial 1:1 meeting, if you have any concerns about the pairing, please reach out to Tamanna and Brianna
 - Once you determine the frequency, set up regular bi-weekly or monthly meetings to execute your action plan (we recommend adding at least 6 meetings on the calendar)
- **Be clear about your objectives**
 - During the introductory meeting, please make the following clear to your mentor:
 - Your education and professional experience (if any)
 - What is your career objective?
 - What do you expect to gain from the mentorship program?
 - How frequently would you like to meet and for what length of time?
 - What would be your preferred method for meeting - Skype/phone/in person?
- **Be open and honest**
 - Mentors intend to support you in all ways and means possible
 - Everything you discuss with the mentor will be kept confidential
 - If you are a new professional and looking to make a job or career change, have no fears about having that discussion with your mentor
 - The more honest you are with your mentor the better she or he can help you achieve your goals

- **Be committed**
 - Once you have a mentor, be respectful of his or her time
 - Respond to emails in a timely manner
 - Be on time for your meeting, and if anything changes in your availability, communicate with your mentor
 - Reach out to Tamanna and Brianna if you are no longer able to participate in the program
- **Be prepared**
 - Please be prepared with questions and things you would like to discuss with your mentor
 - Your mentor's time is valuable and ensure you make the best use of it
 - You can always send questions or points of discussion earlier so your mentor knows what you would like to discuss and can prepare accordingly
- **Follow up**
 - If you had anything to discuss, promptly follow up with your mentor
- **Feedback**
 - At any stage, if you think you want to be better matched with a different mentor, or if you observe lack of commitment, please reach out to Tamanna and Brianna and they will be happy to match you with a different mentor

Suggested Questions for Initial 1:1s

- How did you get into product development?
- What advice do you have for someone wanting to get into product development?
- What is your role/responsibility at your company like and how does it compare to when you first started out?
- What do you wish someone had told you when you first became a product developer?
- How frequently do you attend the annual and/or regional IFT meetings?
- Are you more active in Section activities or Division activities and why?
- What are you passionate about?

For Reference

<https://www.rackham.umich.edu/downloads/more-mentoring-guide-for-mentors.pdf>

Questions or Comments?

Please let us know your feedback on the program, your match, and suggestions for improvement.

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Thank you for participating!