



Product Development Division (PDD) Mentorship Program Guidelines

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 the 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.

Mentor Guidelines

- **Review mentee's profile**
 - If you have any concerns with the match, please reach out to Tamanna and Brianna
 - If you find the match acceptable, please reach out to the mentee for an introduction
- **Meetings**
 - In the first 1 to 2 weeks after pairing with a mentee, your mentee will be reaching out to set up a 30-min 1:1 meeting (phone/Skype) to share his/her expectations from the program
 - Work out an action plan to meet the Mentee's needs and to approach the challenges faced by your mentee
 - Also, determine the frequency of meeting needs and set up a regular bi-weekly or monthly meeting to execute the action plan (we recommend adding at least 6 meetings on the calendar)
- **Be committed**
 - 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 mentee
 - Reach out to Tamanna and Brianna if you are no longer able to participate in the program
- **Be prepared.**
 - The mentees are looking up to your input seriously and would very much appreciate your preparedness

- **Ask questions**
 - Sometimes, mentees may be shy or hesitant to open up
 - It is important to empathize with them and determine their actual needs to meet the purposes of this program
 - Connect your mentees with peers or professional contacts if and when needed
- **Follow up**
 - If you had anything to discuss, promptly follow up with your mentee
- **Feedback**
 - At any stage, if you think the mentee could be better matched with a different mentor or if you observe lack of commitment, we will be happy to regroup you with a different mentee

Suggested Questions for Initial 1:1s

- What are you looking to achieve from this program?
- What are your short-term and long-term career goals?
- How can I help you get to where you would like to be?
- Can you please share your resume? (if you have one; if not, there is no need to prepare one for our future discussions)
- What are you passionate about, personally and professionally?
- Are you a member of your school's food science club (applicable if you are still a student)? If so, do you, or have you held, any leadership positions?
- If you are not a student, are you a member of the IFT New Professionals group?
- Have you participated in any product development competitions? If yes, can you share your experiences?
- Are you active with IFT? How many annual IFT meetings have you attended in the last 5 years?
- How many regional IFT section meetings have you attended in the last 5 years?
- Are you active in any IFT Division? if so let me know which Divisions and what your activities have been.

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!