



DEVELOPMENT Mentorship Program

Thank you for your interest in mentoring with the DEVELOPMENT (DEVELOping Project Management Trainees) Program! We are seeking enthusiastic and engaged mentors in a wide range of Project Management fields. Our goal is to provide internship opportunities that enable participants to apply their course-gained knowledge in project management to real-life projects. Below, we've provided specific details regarding program objectives, the onboarding process, and expectations for mentor/mentee positions.

Goals for DEVELOPMENT Trainees

- Introduce trainees to project management as a career path and transferable skill set
- Provide trainees with hands-on experience in the field which can aid them in making career decisions as well as becoming a competitive job applicant
- For more info regarding the training program, please visit:
<https://sites.duke.edu/pmcop/development/>

Benefits for DEVELOPMENT Mentors

- Invaluable experience mentoring future PMs, great for personal and professional growth
- Earn credit toward the PDU requirement
- Additional help with project(s) from enthusiastic trainees, providing a fresh set of skills and perspective to your work environment
- Eligible mentees will have a baseline knowledge in PM after completing the DEVELOPMENT program
- Broaden your professional network
- Potential to find future new and talented employees
- All mentoring and internship duties can be performed virtually
- Flexibility in assigning a project and timeline based on your needs with the potential to extend the internship to include multiple projects

How can I help?

1. Serve as a general project management contact for program participants. Mentees will be given your contact information and can reach out to you for any of the following: informational interviews, resume review, general questions, job postings at your company, etc.
2. Host a mentee for an official internship position.





How do I go about finding a mentee?

Please complete the DEVELOPMENT Mentor Qualtrics survey located here: [LINK](#).

This survey will provide us with your contact information, option for how you would like to volunteer, and relevant background information. It is our goal to provide transparency and flexibility in time commitments for both the mentors and mentees.

Ahead of beginning the survey, please be prepared to include the following:

- Basic contact information: Full name, current title, etc.
- Optional: Relevant project management certifications/service
- *Brief* professional bio (~200 words)
- Description of intern position and potential projects (If available)
- Required time commitment and general availability (If applicable)
 - Time commitments can range from 1-2 hours per month to 10 hours/week, etc.
 - If the intern duties require attendance at any recurring meetings, please include that information as well.
- Preferred method of contact (phone, email, hours, etc.)

Official DEVELOPMENT internships will run from May/June 2023-August 2023. All mentor/mentee pairs will have the option to continue internships past August 2023 if they so desire.

Mentor information will be circulated to the DEVELOPMENT participants at the close of the program in April 2023. Ahead of releasing mentor contact information, our team will reconnect with you to confirm the information you supplied is still correct. Potential interns will be responsible for reaching out to mentors for interviews and to secure their positions. This is to mimic the formal process of searching and applying for an official job.

NOTE: If you register to host an intern, you are not committed to hosting if you are unable to find a good fit for your position. We encourage mentors to interview prospective mentees as you would a normal job candidate.





The DEVELOPMENT Team will engage in monthly check-ins with the mentors and mentees to gain feedback, offer input, and aid in a smooth and successful partnership.

Expectations

- Mentors and mentees will have a formal discussion and written agreement regarding expectations and time commitments in the form of a Mentoring Compact
- Pairs should meet regularly to track project progress until completion. Meeting intervals should be discussed formally at the start of the internship.
- Maintaining a respectful and professional learning environment free of harassment and discrimination.
- Mentors will work with mentees to determine an internship project that can be completed within an agreed-upon timeframe
 - This should be discussed at the beginning of the internship tenure
- Mentors and mentees should be actively engaged with one another and be committed to completion of the internship project

Important Considerations for Hosting an Intern:

- We are recruiting for *unpaid internship positions*. However, if you are able to secure funding, we welcome this benefit! Please reach out to the DEVELOPMENT team ahead making such an offer, as there are important considerations for our participants (grant-funded students, international students/employees, etc.).
- Confidential or sensitive information: If your work requires handling of confidential or sensitive information, check with your management and legal teams regarding how to best proceed. We can offer you CDA template which you and your legal team can adapt to your needs.
- You are NOT required to have a PMP or a formal title of “project manager” in order to host an intern. We only ask that your work utilizes project management and that you are familiar with PM processes.

