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ASSOCIATION

WQA Mentorship Program

2025-2026 Guidebook

*Fuel Your Ambitions to Grow Your Network,
Perspective, and Impact.*

Welcome to **Momentum Mentorship** – WQA’s free mentorship program offered exclusively to our members designed to mutually benefit both mentors and mentees. With structured scheduling support and diverse topics throughout the program cycle, the key to maximizing your experience is not just being part of the program but committing to the journey you’ll take!

Our mission is to connect professionals with one another to seek guidance and support in their personal and professional journey. The program helps mentees refine their goals, build confidence, gain insights on applying business best practices to real-world scenarios, and develop leadership skills.

WQA Mentorship Program – Frequently Asked Questions

1. Is there a participation fee?

No, there is no program participation fee!

2. What is the intention of the program?

Momentum Mentorship strives to offer meaningful connections and learning opportunities for association members. Our goal is to foster personal and professional growth through mentorship relationships.

3. Will the program cover specialized or tailored technical training?

No. This program focuses on mentorship rather than specialized or tailored training. If you're seeking technical skills or advanced knowledge, we recommend exploring WQA's paid [instructor-led training courses](#).

4. Who is eligible to participate?

The mentorship program is open to all association members interested in expanding their knowledge, skills, and networks.

5. How can I apply to be a mentor or mentee?

Details on the application process are available on the program website:

<https://wqa.org/get-involved/mentorship/>

Program Expectations:

The **Momentum Mentorship** program has adopted a reciprocal environment, where all participating mentees and mentors can engage together to foster mutual growth. While formal matches will be established, scheduled content and communications will create chance opportunities for shared mentorship, allowing individuals to exchange knowledge, experience and perspectives freely. To get the most out of this, it's up to you to prioritize and actively engage in your mentoring relationships.

Prior to beginning the program, all participants will review and sign *WQA's Code of Ethics, Anti-Trust Statements and Conflicts of Interest*.

What You'll Get:

1. **Scheduled Mentoring Sessions with Regular Check-ins:** A brief survey will help us to initially match mentee and mentors. We'll then ensure you're meeting regularly either during pre-scheduled webinars or at other designated agreed-upon times. The goal? Keep professionals connected with one another to receive guidance and support for their personal and professional journey.


2. **Curated Learning Content:** Throughout the program, a WQA administrator will provide valuable resources that are designed to keep you engaged, inspire reflection, and complement your mentoring sessions. They will range from Zoom webinars to book suggestions, or a scholarly article but the goal is that there is something for everyone.

What We Need from You:

1. **Commitment to the Journey: Momentum Mentorship** is a 6-month program that runs from September to February. The WQA administrator will schedule 60-minute meetings for each webinar-based topic from the calendar at the start of the program cycle. Each of those meetings will have around 30-40 minutes set aside for one-one-one pairings and for mentoring groups to meet in Zoom breakout rooms.
2. **Maximize Your Meetings:** It's not just about showing up. It's about making the most of your time, actively participating in discussions, and implementing the advice you receive between sessions. Everyone has the chance to positively contribute and learn from one another even when matches aren't present – the mentee and mentor title is fluid!

Program Timeline & Meeting Themes:

Guest speakers, topics under each theme and program timeline may vary each year. Suggestions are also solicited from past and present program participants.

May OPEN ORIENTATION, SIGN-UP OPENS THROUGH SUMMER!	June 	July	August SIGN-UP CLOSES <i>Member Appreciation Month</i>
September OPEN ORIENTATION <i>MYLC</i> <i>Rosemont, Illinois</i>	October MEETING 1 <i>Theme: TBD</i>	November MEETING 2 <i>Theme: TBD</i>	December <i>30-minute optional coffee break</i>
January (2026) MEETING 3 <i>Theme: TBD</i>	February MEETING 4 <i>Theme: TBD</i>	March <i>30-minute optional coffee break</i>	April <i>Convention & Expo</i> <i>Miami Beach, Florida</i>

Other Helpful Resources:

Role of a Mentee:

A mentee takes an active role in deciding the quality of the mentoring relationship. By being prepared to contribute to discussions, the mentee can offer a two-way learning experience.

Additional resources on being a mentee:

[*How to be a Great Mentee*](#) - Forbes

[*It Takes Two: A Guide to Being a Good Mentee*](#) – American Bar Association

[*Being A Successful Mentee*](#) – National Association of Colleges and Employers

Role of a Mentor/Mentoring Group Facilitator:

A mentor can support a mentee(s), as they discover their strengths and weaknesses, by being dependable, engaged, and authentic. Mentors tune into the needs of the mentee to assist, challenge, and encourage. By remaining open to the experience, mentoring can offer growth and self-discovery to all parties.

Additional resources on being a mentor:

[*How to be a Great Mentor*](#) – Forbes

[*What Makes a Good Mentor?*](#) – Thrive Global

[*Mentoring Guide for Career Services Professionals*](#) – National Association of Colleges and Employers

Goals:

It is suggested mentees fill out the Mentee Goals Worksheet (*see Appendix A*) before the first meeting. The worksheet covers both primary and secondary goals, as well as how a mentor can help in achieving them. During meetings, mentees and mentors should check in with the mentee's goals to ensure they are still relevant or need to be adjusted and that future discussions are designed to achieve them.

Additional resource on goal setting:

[*SMART Goals: How to make your goals achievable*](#) – MindTools

Program Checklist:

ONBOARDING

- ☐ Accept calendar invitations for virtual program meetings
- ☐ Attend the program orientation
- ☐ Send headshot into mentorship@wqa.org
- ☐ Review WQA's Code of Ethics, Anti-Trust and Conflicts of Interest documents
- ☐ Visit WQA's website to discover the association's tools and resources
- ☐ If you do not have a personal WQA member login, contact WQA at mentorship@wqa.org
- ☐ Review Program Guidebook
- ☐ Complete Mentee Goals Worksheet (*see Appendix A*)

DURING FIRST MEETING

- ☐ Establish Goals: discuss goals from the Mentee Goals Worksheet (*see Appendix A*)

MENTORING SESSIONS

- ☐ Keep meeting notes to reflect on or revisit
- ☐ In-between meetings keep track of questions or issues to bring up in future meetings
- ☐ During meetings review expectations and goals to reassess progress
- ☐ Show appreciation: come to each meeting being enthusiastic, respectful, and open to engage

DURING LAST MEETING

- ☐ Review goals set at the beginning of the program
- ☐ Discuss future steps

OFF-BOARDING

- ☐ A WQA Program Administrator will contact you to collect feedback from both mentees and mentors. You can ways reach out at any time to mentorship@wqa.org.

APPENDIX A: MENTEE GOALS WORKSHEET

Name:

- 1. Goals I'd like to accomplish with the help of a mentor:**

- 2. I will contribute as follows to the partnership (example: ask questions, stay motivated, be proactive):**

- 3. One year from now, I'd like to be able to say this about the experience:**

- 4. Secondary goals:**

- 5. Expectations for this mentoring experience:**

- 6. How my mentor can best provide me with the following:**
 - A. Encouragement:**

 - B. Corrective feedback:**

 - C. Help with my skills, knowledge, attitudes:**

APPENDIX B: TEMPLATE MENTORSHIP AGREEMENT

Source: University of Washington

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This template is expected to be altered to meet individual needs.

1. Goals (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in the industry, networking, leadership skill development):

2. Steps to achieving goals as stated above:

3. Meeting frequency (frequency, duration, and location of meetings):

4. Confidentiality: Any sensitive issues that we discuss will be held in the strictest of confidence. Both parties have read & signed WQA's Code of Ethics, Anti-Trust Statements and Conflicts of Interest. Issues that are off limits for discussion include:

5. Plan for evaluating relationship effectiveness (e.g., 3-month review of mentorship meeting notes, goals, and outcomes/accomplishments):

6. Relationship termination clause: In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

Mentor Signature:_____

Mentee Signature:_____