

Real Estate Institute of Canada

Mentor Programme



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Introduction

The Chapter is offering a Mentor programme to all new candidates and/or new designate members of the Chapter. If you are a good listener, friendly, have the desire to lead or coach, enjoy your job and working one-on-one with others, then, you are what we are looking for in a mentor, and we need you.

The Mentor's role is to meet periodically with the Mentee and provide information, practical advice, and support to the new designate or the candidate working towards their designation. Generally, a Mentor and a Mentee will meet monthly over the period of a year, although shorter or longer periods of time may be established. The Mentor must be able to commit themselves for at least one year to this program.

As a Mentor, you'll be provided with support from the Chapter including information about the role of a Mentor, how to be an effective Mentor, information about the Mentee's progress, and a contact at the Chapter for questions and information.

Being a Mentor can be a very rewarding experience! If you'd like to become a Mentor, please fill out the attached application form and return it to the Chapter Office.

Goals:

- To promote the professionalism of REIC and the real estate industry
- To promote and continue the education of the Chapter members
- To provide valuable networking opportunities by sharing knowledge , experience and contacts with new members & candidates
- To provide value to Chapter members by establishing and growing a networking based industry related knowledge base.

Expectations:

Mentor:

The Mentor's role is to meet periodically with the Mentee and provide information, practical advice, and support to the new designate or the candidate working towards their designation. Generally, a Mentor and Mentee will meet monthly over the period of a year, although shorter or longer periods of time may be established

The mentor will:

- Complete and submit a Mentor Application Form to the Chapter
- Attend a training/interview session with the Chapter Mentor Team Leader
- Discuss the REIC Code of Ethics with the Mentee
- Make the Mentee aware of the Chapter, its structure, contacts, value and the opportunities available through volunteering at the Chapter level
- Keep apprised of educational courses & requirements to discuss & promote with the Mentee
- Promote professionalism in the industry by maintaining a high standard of professionalism in all contact with the Mentee.
- Be a good listener
- Invite the Mentee to Chapter events and introduce the Mentee to other Chapter members.
- Invite the Mentee to Industry events and introduce the Mentee to other Industry contacts.
- Maintain contact with the Chapter Mentor Team Leader to discuss any issues/problems/concerns during the one year Mentor period.
- Complete a Mentor evaluation form at the conclusion of the one year Mentor period and return it to the Chapter Mentor Team Leader

Mentee:

The Mentee's role is just as important as the mentor's role.

The Mentee will:

- Endeavour to meet with the mentor.
- Openly discuss educational, work and industry related issues.
- Take advantage of the opportunities provided by the Mentor
- Complete a Mentee evaluation form at the conclusion of the one year Mentor period and return it to the Chapter Mentor Team Leader
- Immediately, contact the Chapter with any problems, issues, concerns regarding the Mentor

Chapter Mentor Team Leader:

The Chapter Team Leader role is to supervise and administrate the Mentor Programme. Further the Mentor Team Leader is to report to the Chapter Board on all activities of the Chapter Mentoring Programme

The Chapter Mentor Team Leader will:

- Be appointed by the Chapter Board
- Be responsible for the administration of all aspects of the Chapter Mentoring Programme.
- Report to the Chapter Board on a regular basis and keep the Chapter President informed of important issues as soon as they arise.
- Identify & train future Team Leaders from the Mentor pool
- Be a single point of contact with the Mentors and the programme
- Insure annual evaluations are completed
- Analyze & report on the annual evaluations with suggestions for improvements



Materials:

Mentor Application Form

Mentor Reference Form

Mentor Handbook

1. Letter From President
2. Mentee Contact Information Sheet
3. Chapter Welcome Binder
4. Support Contact List
5. Mentor Evaluation Form
6. Sample Letters

Mentee Application Form

Mentee Handbook

1. Letter From President
2. Mentor Contact Information Sheet
3. Chapter Welcome Binder
4. Support Contact List
5. Mentee Evaluation Form

Chapter Mentor Team Leader Handbook

1. Criteria to select a Mentor
2. Mentor training materials
3. Succession planning
4. Support Contact List
5. Sample Forms & Letters

Procedures:

To Become a Mentor

- Be able to commit your time for at least one year to the Mentor Programme
- Complete and submit a Mentor Application Form and a Mentor Reference Form to the Chapter
- Attend a training/interview session with the Chapter Mentor Team Leader

To Become a Mentee

- Be able to commit your time for at least one year to the Mentor Programme
- Complete and submit a Mentee Application Form to the Chapter.

To Become Chapter Mentor Team Leader

- The Chapter Mentor Team Leader will be appointed by the Chapter Board for a two year term.

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Support & Administrative Requirements

Chapter Privacy Policy

Chapter Abuse Policy

Chapter Accessibility Policy

Chapter Mentor Team Leader

Chapter Mentors

Chapter Mentees

Appendix A

Sample Forms



Mentor Application Form

A mentor must be:

- A current Chapter member or candidate in good standing
- Employed in the real estate industry
- Able to commit for one year to the mentor programme
- Willing to learn as well as share
- Committed to maintaining professionalism in the real estate industry

Name _____ Title and/or Designation(s) _____

Company _____

Address _____ City _____ Zip _____

Office Phone: _____ Fax: _____ Email 1: _____

Home Phone: _____ Mobile: _____ Email 2: _____

(Please circle preferred method of contact)

Convenient Meeting Time (morning/midday/evening) _____

Expertise (sales, leasing, residential, retail, office, industrial, other) _____

How long have you been a designate? _____

Number of years in the real estate industry _____

(Optional) Do you prefer to mentor to potential designates/ candidates or recent recipients of their designations and which designations (FRI, CLO, CRF, CRU, CRP, ARP, CPM®, ARM® or ACoM)? _____

(Optional) Do you prefer to mentor a male, female, or minority? _____

I agree to make a one-year commitment to the REIC Chapter mentoring programme.

Signature _____ Date _____

(Completing & submitting this application gives the Chapter of the Real Estate Institute of Canada permission to use this information as necessary in the work of the Chapter.)

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Mentor Reference Form

Please indicate one person who will act as your reference. This person should have observed you in positions of leadership and working with others. Your reference does not have to fill out a separate reference form, but should be prepared for the possibility of speaking with a Chapter representative by phone or via email.

Reference

Name _____

Company _____

Position _____

Address

City _____ Province _____ Postal Code: _____

Office Phone: _____ Fax _____

Home Phone: _____ Mobile _____

Email _____

I (Name of Applicant) _____ hereby authorize the Chapter of the Real Estate Institute of Canada to request verification of statements made by me on my Mentor Application and any other job and industry-related information. I also give permission to the company/person addressed above to release the requested information to the Chapter of the Real Estate Institute of Canada.

DATE: _____ SIGNATURE: _____

(Completing & submitting this application gives the Chapter of the Real Estate Institute of Canada permission to use this information as necessary in the work of the Chapter.)



Mentee Application Form

A Mentee must be:

- Actively seeking an REIC designation or have recently received one
- A current and active member of REIC Chapter
- Able to commit for one year to the Mentor programme
- Willing to learn and accept guidance
- Committed to maintaining professionalism in the real estate industry

Name _____ Title and/or Designation(s) _____

Company _____

Address _____ City _____ Postal Code _____

Office Phone _____ Fax _____ Email 1: _____

Home Phone _____ Mobile Phone _____ Email 2: _____

(Please circle preferred method of contact)

Expertise (sales, leasing, residential, retail, office, industrial, other) _____

How long have you been pursuing the designation? _____

Number of years in the real estate industry _____

(Optional) If possible, would you prefer to be mentored by and individual with what designation (FRI, CLO, CRF, CRU, CRP, ARP, CPM®, ARM® or ACoM) _____

(Optional) Do you prefer your mentor to be male, female, or minority? _____

I agree to make a one-year commitment to REIC Chapter mentoring programme.

Signature _____ Date _____

(Completing & submitting this application gives the Chapter of the Real Estate Institute of Canada permission to use this information as necessary in the work of the Chapter.)



Sample Letter: Confirming Initial Contact Mentor To Mentee

Dear (name of mentor):

I'm writing to introduce myself. I am (name, designation/certification), the Mentor assigned to you through the REIC Chapter mentoring programme. I'm looking forward to working with you throughout the next year to help you as you proceed through the (designation/certification/new member) process.

(Fill in information about your work experience and REIC experience)

I will contact you on (day/time) to set up our first meeting. You can reach me at the following: (phone, cell phone, email). Please don't hesitate to contact me to discuss our Mentor relationship. I'm here to help!

Sincerely,

Sample Letter: From Member Responsible for the Mentoring Programme Indicating Closure

Dear (mentor and mentee names):

Thank you for participating in the REIC Chapter mentoring programme during the past year. I hope you both found it to be a personally and professionally rewarding experience. (Mentee's name) has moved closer to achieving (his/her) goal because of the relationship you have formed.

At the outset, a time period of one year was established for the formal mentoring relationship. Should you wish to continue the mentoring relationship, either formally or informally, I encourage you to do so. If you would like a different pairing, please let me know.

I also welcome your comments about the mentoring programme, either positive or constructive. Your input will serve to improve the programme for future participants.

Sincerely,