

## **NYDEC Mentorship Program**

**Purpose:** To provide advice and guidance from experienced export practitioners to individuals and companies looking to start exporting or grow their export sales.

### **USEAC Responsibilities**

- To pre-qualify mentees via the USEAC screening process and, to the extent possible, match mentees with mentors well suited to advise them
- Explain to mentees what to expect from mentors and what is expected of them
- Intervene, if asked, if one of the parties is not adhering to expectations

### **Mentor's Responsibilities**

- Make clear to mentees how much time they can devote to mentorship (As a general rule, mentors are expected to make themselves available for advisory sessions of up to one hour at least once a month during the duration of the mentorship.)
- Mentorship projects are expected to run between three and six months
- Freely offer advice, guidance, and coaching on matters related to export
- Meet mentee in person or virtually, depending upon mentor's availability
- Respond timely to mentee requests

### **Mentee's Responsibilities**

- Be respectful of a mentor's time and availability
- Be open to mentor's advice and guidance
- Respond timely to mentor's requests

It is recommended that mentor and mentee commit to a schedule of meetings to keep their joint mentorship initiative on track.