



Security Leaders **Mentoring** Program Handbook

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AN EXCLUSIVE ASIS MEMBER BENEFIT

Welcome to the Security Leaders Mentoring Program, presented by the ASIS International Professional Development Community Mentoring Committee!

ASIS International is dedicated to fostering mentorship in our community, upholding the high standards of our profession. The Security Leaders Mentoring Program aims to connect security professionals, sharing advice with those seeking career enhancement or transition within the industry.

This handbook is designed to help mentors and mentees:

1. Understand the program and how to get involved.
2. Understand roles and responsibilities.
3. Understand resources available to ensure your success.



Program Overview / Program Components

- Mentoring engagements can focus on any of these areas of expertise:
 - o Career path development
 - o Career transition
 - o Management and leadership
 - o Networking
 - o Professional development
 - o Certification
- Getting involved starts with creating a mentor or mentee profile. Once created, mentors are immediately added to the Mentor Directory. Mentees can then filter and search through the directory to find their mentor of choice.
- Mentees may search the ASIS Mentor Directory and at any time 'Request an Engagement'. Requests to mentors should be specific, sharing what one is looking for and the estimated time commitment. Though mentoring relationships are encouraged to be six months or more, the time of the commitment is determined by the mentor and mentee, and can always be extended by mutual agreement.
- Mentors and Mentees are supported by ASIS Staff, the Professional Development Community Mentoring Committee, and via ASIS mentoring resources and quarterly events. These support resources are designed to ensure you can optimize your experience and gain the most from the mentoring relationship.



- Mentors may receive 9 CPEs for every active mentoring relationship if it runs for 6 months or longer.
 - o To receive CPEs, mentors must have the mentee sign off a letter of confirmation to submit with their self-reported 9 credits.
- Mentees may receive 5 CPEs for every active mentoring relationship if it runs for 6 months or longer.
 - o To receive CPEs, mentees must have a letter from their mentor explaining the purpose of the mentorship and how it aligns with the domains or certification.

Recertification:

For information on submitting credits for being a mentor or mentee toward your APP, CPP, PCI, and PSP, see the "Category 3: Instructor Credit" section of the [Recertification Guide](#).

Roles and Responsibilities

Mentors

- Must be a current ASIS member in good standing.
- Should have a minimum of five (5) years of management experience.
- Commit to guiding Mentees ethically with prioritization of their best interests, without conflicts of interest, while investing adequate time for success.
- Maintain a current and complete profile on the ASIS website.
- Respond to mentor match requests within two business days.
- Initiate and cultivate a mentoring relationship upon receiving an engagement request, demonstrating professional behavior, and sharing relevant organizational insights when appropriate.
- Encourages Mentees to actively participate in the ASIS community through networking, events, webinars, certifications, etc.

Mentees

- Must be a current ASIS member in good standing.
- Will intentionally and clearly communicate mentoring goals.
- Be respectful of your Mentor's time and efforts (be aware of potential time constraints)
- Will be coachable, respectful, open to advice and suggestions, and make a good faith effort to follow up on recommendations.
- Demonstrate honesty.
- Be willing to receive and provide feedback.
- Will maintain a current and complete profile on the ASIS website.
- Will take primary role for searching and reaching out to potential Mentor matches.
- Let your Mentor know if you need to alter or end the mentoring relationship for any reason.



Support Resources

The following resources are designed to assist both mentors and mentees in navigating their mentoring journey. ASIS' Member Engagement Specialist is here to ensure a smooth and enriching experience for all participants. Whether you have questions about how things run because you're a new member, or you have an idea on how the program itself can be improved, feel free to reach out to:

- **Mentoring Program Manager:**

Lina Forero, Member Engagement Specialist
mentoring@asisonline.org

- **Mentoring Committee:**

Comprised of members of the Professional Development Steering committee, meeting monthly to work on projects that enhance the mentoring experience, including planning the events, trainings, and resources presented.

The Mentoring Program Manager is available via email, call, and zoom meetings if you need help utilizing the program.

Training and Resources:

- **Security Leaders Mentoring Program**

webpage: Access this link in to give you insight on how the program works, where to create your profile as a mentor or mentee, contact information, and video testimonials on how ASIS' Security Leaders Mentoring Program has helped.

- **Onboarding Process:** As a new mentor or mentee, when you create your profile, you are entered into an onboarding process where the Mentoring Program Manager will be reaching out to assist. The process will vary depending on if you create a mentor or mentee profile

- o **Mentor Onboarding Process:** One to two weeks after creating a mentor

profile, mentors will personally receive an [informative email](#) from the Mentoring Program Manager. Once received, we encourage mentors to review all support resources. Please note that only mentees can initiate mentoring relationships and though your profile is searchable in the mentoring directory upon sign up, you may want to promote your role as a mentor on LinkedIn or in Connects to further attract potential mentees.

- Additionally, mentors can expect a check-in email from the Mentoring Program Manager once a mentoring engagement has been completed; if an engagement request is past due; or if a mentor has rejected a mentee.
- Please see steps two to six in the Program Workflow for more information.

- o **Mentee Onboarding Process:** One to two weeks after creating your mentee profile, mentees will automatically begin a six week onboarding process. The Mentoring Program Manager will be personally touching base on a bi-weekly basis, totaling four check-in emails, or until mentee finds a match.

- Additionally, mentees can expect a check-in email from Mentoring Pro-



gram Manager once a match has been found; a mentoring engagement has been completed; or a request has been canceled.

- **Mentoring Community:** This community works with the [Professional Development Community](#) designed to connect industry professionals, and establish mutually agreeable short-term



or long-term engagements to advance career knowledge, negotiate a career path, share experiences, and more. This is where resources, events, trainings, and discussion boards will take place in order to assist you in your journey.

- **Quarterly Mentoring Program Meet Ups:** The [ASIS Security Leaders Mentoring Program](#) hosts quarterly Meetups where members get access to comprehensive training sessions and resources designed to equip mentors and mentees with the tools they need for success. The meetups are unique every time. Members will hear from special guest speakers, interviews between selected mentees/mentors about their experience, and much more. All this, with the objective of increasing your knowledge and skillset as a security professional. The links for these meetups can be found in the “[Events](#)” section of the [Mentoring Community](#).

- **Member Resource Library:** If you’re looking for another place to find resources for mentors and mentees, the [ASIS Mentoring Program Resources](#) folder is an option. You’ll find this under the [Member Resource Library](#) tab on [Connects](#).

Feedback Mechanism:

- We value your feedback! Share your thoughts on the program and suggest improvements through our feedback mechanism. Your input is crucial in continuously enhancing the mentoring experience. [Mentor Feedback Survey](#) / [Mentee Feedback Survey](#)

Program Workflow

1. Create your [Mentor/Mentee](#) Profile

Create your mentor or mentee profile—some create both as there is always something to be learned from someone else! Add your resume, areas of focus, and summary of what you're looking for in a mentoring relationship. The more detail you can provide, the more likely you'll find a strong match. To create your profile, you must log into ASIS' CareerHQ with your ASIS membership credentials - once logged in, click the Mentorship tab.

- [Enroll as a Mentor](#)
- [Enroll as a Mentee](#)

2. Find a Mentor

Mentees— As the mentee, you are in control of who you choose to work with based on what you're looking for in a mentoring relationship. As mentors cannot reach out to you without you initiating a request, it is important to be proactive in your search. Once your mentee profile is finalized, [search the mentor directory](#) and utilize the filter to find the right potential match—then request an engagement. Be specific in your request: What about the mentor's profile resonated with you? What are you hoping to achieve in a mentoring relationship? And how long of a commitment are you looking for? We suggest six months, but share what works best for you - you may just need a few meetings or you may be looking for a lifelong mentor.

Mentors—When you enroll in the program, you'll receive an [informative email](#) with detailed instructions on how to best move forward once you receive a request. Save it for reference as it provides tools and resources to help you guide the mentee in the achievement of their goals.

3. Discovery Call

Once the mentee has requested an engagement using the mentor directory, the mentor should review the request within two to three business days and respectfully accept or decline.

If the mentor accepts the request, the mentor and mentee will then be able to view each other's email address. This is key as you'll no longer communicate via the mentoring directory - but should follow up via email to schedule the first call/meeting. Please review [mentor](#) and [mentee](#) roles and responsibilities before your meeting so both parties are aware of their respective expectations. Mentors, you can prepare for your first meeting with this [quick video](#). Mentees can do the same with this [tip sheet](#).

While the hope is that you'll find a great match in this discovery call, we also understand that these calls may bring to light reasons why a good fit may not be achieved. If this happens, no worries, there are over 700 security leaders hoping to provide mentorship - [start your search again](#).

4. Agree on a Plan

Congratulations! You're all set. You completed steps one to three and are now ready for the fun stuff. Once you've both determined this is a good match--it's time to commit to a productive mentoring relationship. First, start to get to know one another a bit more - here's a great list of [first meeting questions](#).

In the first few meetings, it's important to set goals so that both parties understand where they should focus and can measure the success of the mentoring relationship. Check out this

[SMART goals worksheet](#) and [OSKAR Coaching Model Template](#) as a guide in this process.

5. Meet as Agreed

The mentor and mentee should continue to meet as planned for the time agreed on. Be sure to continue to check in with your goal setting at each meeting to see if goals need to be adjusted. If either party is unable to attend a meeting, please let the other person know.

As a member of the mentoring program, you have access to ASIS' Mentoring Community which has a number of resources available and a discussion board for questions. The community meets quarterly. RSVP for an upcoming meeting and share your story or learn from others!

6. Reflect and Assess

At the end of the engagement, the mentor and mentee should reflect and assess the process together. Were the mentee's goals met? Did the mentor help the mentee meet objectives? Do the parties need to extend the timeline? Should the mentee find another mentor that may be better suited to the mentee's needs or another area of expertise? Did both parties fulfill the expectations of the mentoring engagement?

ASIS appreciates your feedback on the program and process. Please complete our survey to share your feedback.

[Mentor Feedback Survey](#) /
[Mentee Feedback Survey](#)



Questions?

Please contact mentoring@asisonline.org.