ASIS
INTERNATIONAL
Advancing Security Worldwide®

Security Leaders Mentoring Program

H A N D B O O K

Launched September 2019—Updated March 2021

An Exclusive ASIS Member Benefit

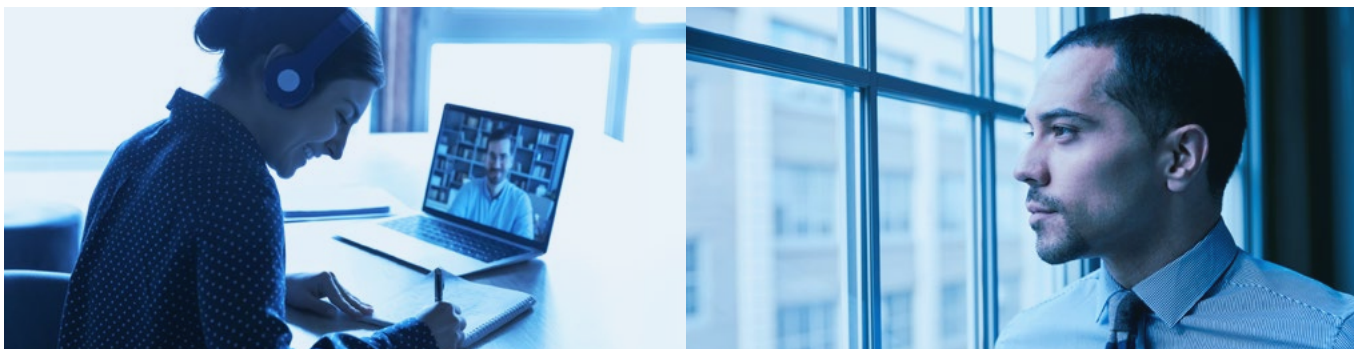**ASIS** INTERNATIONAL® | Professional Development Community

Welcome

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

ASIS INTERNATIONAL is committed to promoting a program of mentorship within our community and to ensuring the standard of excellence for which our profession is known. The goal of the Security Leaders Mentoring Program is to foster mentoring relationships between security professionals, through which advice is shared with those aspiring to enhance their careers or advance within or transition to the security industry.

ASIS International provides no guarantees regarding the Mentor/Mentee relationship. Participation in this program is not a guarantee of future career advancement or employment. ASIS hopes that this network will enhance the Mentee's prospects, but such outcomes are the responsibility of the Mentee and not of the Mentor or ASIS. The Mentee understands this relationship is a forum in which to discuss general issues faced in their security career. Mentors are volunteers, and the advice given over the course of the relationship is intended to guide and help the Mentee and is not endorsed by ASIS.

ASIS International would like to thank the Professional Development Community Mentoring Committee for their leadership in establishing the Security Leaders Mentoring Program.

PROGRAM OVERVIEW

- Program commitment will be for six months but can be extended by mutual agreement
- Mentors may receive 9 CPEs for every active mentoring engagement each year
- Mentoring engagements may focus on one or more of the identified Program Pillars

  o Technical proficiency
  o Influencing
  o Networking and making introductions
  o Leadership and management
  o Organizational agility
  o Ethics
  o Sharing work experiences
  o Career path development
  o Relevant business skills/certifications (e.g., project management, familiarity with financials, technically specific training, etc.)
  o Transfer of institutional knowledge
  o Succession planning

PROGRAM COMPONENTS

- Security Leaders Mentoring Program webpage
- Mentor/Mentee participation requirements
- Online Searchable Mentor Directory
- Online Mentoring Community to provide mentorship support
- Periodic Professional Development Community program review and evaluation

ROLES AND RESPONSIBILITIES

Mentors

- Must be a current ASIS member in good standing
- Should have a minimum five (5) years of management experience
- Will commit to guide Mentees in accordance with the duties outlined in this program

  - o Ethically
  - o With the best interest of the Mentee in mind
  - o Without conflicts of interest
  - o Investing adequate time and energy to encourage and promote the program success of the mentee

- Will maintain a current and complete profile on the ASIS website
- Will respond to mentor match requests within 2 business days.
- Will take the primary role in connecting with the Mentee and establishing and fostering the relationship.
- Will model proper professional behavior and share insider tips/wisdom about the organizational culture
- Will encourage your Mentee to become an active part of the ASIS International community through networking, attending events, participating in webinars, getting certified, etc.

Mentees

- Must be a current ASIS member in good standing
- Will invest adequate time and energy
- Be respectful of your Mentor's time and efforts (be aware of potential time constraints)
- Will be coachable, 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

PROGRAM WORKFLOW

1. Create an online profile to be a Mentor or Mentee
2. Mentees can search based on several criteria to find possible matches. Once a match is identified by the Mentee, the mentee should reach out to the Mentor for a possible mentoring relationship.
3. If the relationship is accepted, the Mentor takes the lead on scheduling the first meeting.
4. Mentor and Mentee hold initial meeting, goal of which is to determine whether there is a fit and to set reasonable expectations
5. Mentor and Mentee engage in the mentoring relationship for an official program period of six months but can continue their engagement informally if mutually agreeable.
6. ASIS Mentoring Committee will check in periodically with the pair.
7. To receive CPEs, a mentor must have the mentee sign off on a letter of confirmation to submit with their self-reported 9 CPE credits

MENTORING TIPS, RESOURCES, AND BEST PRACTICES

- Tips for Your First Mentoring Session (American Society of Association Executives)
- Answers to a Few Touchy Mentoring Questions (American Society of Association Executives)
- 40 Questions to Ask A Mentor (Forbes)
- The Top 10 Questions to Ask Your Mentor (Business Collective)

If you have any questions,
please contact *mentoring@asisonline.org.*