

L.E.A.D. Mentorship Program

Mentor Checklist

This checklist provides clear steps and guidelines to ensure a successful and impactful mentorship.

As Soon as You Are Assigned a Mentee

- ☐ Set up an initial meeting to introduce yourselves and get to know each other.
- ☐ If you feel that your mentee assignment is not a good fit, contact sarah@fmrealtor.com.

During Your First Meeting

- ☐ Decide on the frequency of meetings with your mentee and determine the best methods of communication (text, email, etc.).
- ☐ Encourage your mentee to attend FMR Connections events. Explain what to expect, how to network, and invite them to sit with you at the events.

During Ongoing Meetings

Help your mentee understand and see the value in:

- | | |
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| <input type="checkbox"/> FMR Committees | <input type="checkbox"/> FMR Events |
| <input type="checkbox"/> FMR Awards | <input type="checkbox"/> The FMR website and social media |
| <input type="checkbox"/> The FMR Board of Directors and their role | <input type="checkbox"/> FMR education sessions (CE Classes, Hot Topics, etc.) |

Leading Up to and During Events

- ☐ Before each Connections event, check in with your mentee to answer any questions and make plans to attend together.
- ☐ Meet up with your mentee at the event, personally welcome them, and invite them to sit with you.
- ☐ Introduce your mentee to other REALTOR® members and business partners.
- ☐ Encourage your mentee to connect with other REALTOR® members and business partners.
- ☐ Encourage your mentee to invite others from within or outside of their brokerage to attend.

At the Conclusion of the Mentorship

The mentorship will be considered complete once the mentee has:

- ☐ Attended at least two Connections breakfasts/luncheons.
- ☐ Invited at least two people to join them at a Connections event.
- ☐ Attended at least one other FMR event (REALTOR® Ring Day, Member Appreciation Week, Golf Tournament, Annual Party, Awards Event, etc.).
- ☐ Become comfortable using the FMR website to find information throughout the year.
- ☐ Gained an understanding of all FMR committees.
- ☐ Signed up for or continues to serve on an FMR committee.
- ☐ Connected with other REALTORS® and business partners to build ongoing relationships.

Mentors and mentees who successfully complete the mentorship program will be recognized at the Awards Event. This is a great opportunity for FMR leadership to express appreciation and encourage further involvement. As a mentor, you should plan to attend.

