



## THE BFIS MENTORING PROGRAMME

### A GUIDE FOR MENTORS AND MENTEES

The BFIS Mentoring programme is designed to pair students interested in a career in insurance with professionals in the industry so that a relationship is built which provides students with an avenue for career advice and guidance from knowledgeable professionals. We have many students seeking mentors so would like to have a large pool of professionals to call upon.



## THE ROLE OF A MENTOR

Mentors provide support and guidance to students embarking on specific career paths so that they gain a realistic perspective of the industry.

Every effort is made to carefully match mentees with mentors who are a good fit so that the relationship can be mutually beneficial. Some mentors are comfortable with just 1 mentee while others may have several.

Mentors and mentees usually meet informally on a periodic basis to discuss career, personal or academic goals and activities, perhaps over coffee or lunch, attending industry functions, visiting company offices or meeting at networking events.



*“The BFIS mentoring program has been extremely beneficial as it is so rewarding to be able to share my knowledge with others coming up in the industry behind me, assisting them on their personal and professional journeys.” NB*



## **WHY BECOME A MENTOR?**

Mentoring gives professionals the opportunity to share their knowledge and experience with students who are keen to learn all about what to expect as they pursue their education and work towards career goals within the insurance industry.

There is immense satisfaction from witnessing a student grow as a result of the advice and guidance that you have shared. Very often firm friendships are formed, with relationships lasting for a number of years.



*“I find the mentoring relationship deeply gratifying as it gives me the opportunity to give back to our younger generation using the experiences I’ve gained through my career. It truly is a path you walk together and the time spent is definitely an investment in the future of our industry.” VC*

## **MENTOR QUESTIONS/RESPONSIBILITIES**

### **How much time should I spend with my mentee?**

That's really up to you and your mentee. He or she should provide you with e-mail updates periodically, then over college breaks you may wish to catch up over breakfast or coffee, an occasional "working" lunch or perhaps invite him/her to attend a professional function with you. You might wish to arrange for him/her to do some work-shadowing or perhaps even work part-time at your company during vacations.

### **What should I do for the first meeting with my mentee?**

Your initial meeting should be an informal "get to know you" on comfortable turf, as relaxed as possible, perhaps over coffee or lunch or maybe at your office.

### **What could I discuss with my mentee?**

Ask your mentee what he/she expects from the relationship and how you can help. Find out how he/she is doing in school, favorite courses, toughest assignments or struggles. Feel free to share your own career history and discuss what was critical to your success and any pitfalls you may have encountered.

### **As a non-Bermudian can I be considered as a Mentor?**

Anyone can be a mentor provided they are working professionally within the industry and are keen on helping young Bermudians. There is much to be gained from diverse backgrounds and experiences.

### **How else can I assist my mentee?**

Have your mentee visit your workplace and introduce him/her to colleagues and young professionals. Discuss the nature of your organization's business, your role, company culture, etc. and perhaps invite your mentee to a professional association



meeting, a corporate presentation or some other appropriate forum so they have an opportunity to meet and network with industry professionals.

### **Can I help my mentee make a career choice?**

Discuss the career options your mentee has considered. Find out about any specific goals and how they intend to achieve these and offer support or guidance as necessary.

### **What about social etiquette?**

Students are sometimes interviewed over lunch and may not be accustomed to dining and conducting formal conversation at the same time. You may want to invite your mentee to lunch and discuss the subject - you are there to provide support and encouragement in any way you can. Look for ways to simply enjoy each other's company and build a strong relationship.



## WHAT ARE THE BENEFITS OF MENTORING FOR ME AS A STUDENT?

Many students and college students are hoping to pursue careers in the insurance industry and want to receive advice and guidance on their academic and career goals. They are usually focused, eager to learn and looking for personal growth.

Networking is an important aspect of insurance and it is often all about who you know. Mentors can give students great insight into the industry, introduce them to contacts and give them good advice as to courses to take, designations to work towards, etc.



*“I met my mentor when in high school and she has been an asset to both my personal and professional development, supporting me in applying for jobs, preparing me for interviews and providing insight into the industry. I am eternally grateful for her guidance.” NP*



## **MENTEE RESPONSIBILITIES**

Your Mentor is a busy professional who is taking the time to assist you, so you will need to work around his/her schedule. It is your responsibility to reach out to him or her to introduce yourself and arrange to meet up for coffee and an initial chat.

You may feel a little uncomfortable at first but gradually a strong relationship can be built up. Your Mentor can assist you with career goals, provide you with constructive feedback and coach you if necessary. You will begin to feel comfortable and can discuss any challenges you may be facing, asking for assistance/guidance with job interviews, skillsets, etc.

During term time you should maintain contact with your Mentor periodically and then arrange to meet up with him/her occasionally for coffee and a chat when you are home.





## **YOU PROBABLY HAVE SOME QUESTIONS**

Before you meet your Mentor for the first time, it may be helpful for you to think about what you hope to get out of the programme.

- What are your career goals and your expectations as you pursue your degree?
- How can your Mentor assist you to achieve your goals?
- What skills, experience and knowledge would you like your mentor to have?
- Depending on what area of insurance you are leaning towards, your mentor should be able to give you good general advice.
- If you would like to pursue a specific area of insurance, don't hesitate to mention it. If your mentor cannot help you, then he/she can almost certainly find another professional for you to talk to about your interest.

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## **INTERESTED IN BECOMING A MENTOR OR A MENTEE?**

Please complete the relevant form which can be found on the BFIS website ([www.bfis.bm/mentoring](http://www.bfis.bm/mentoring)), then scan back to [info@bfis.bm](mailto:info@bfis.bm).

Thank you for your interest!