

## Montalbano Mentorship Program

**The UBC | Sauder Montalbano Mentorship Program** is a one-to-one mentorship program facilitated through the Montalbano Centre for Responsible Leadership Development (MCRL). This program is made possible through the generosity of John Montalbano, a graduate of Sauder's Bachelor of Commerce program and a Leslie Wong Fellow of the Portfolio Management Foundation. He is retired CEO of RBC Global Asset Management and Vice Chair of RBC Wealth. John is a strong advocate for mentorship as a leadership development tool.

The goal of the program is to create a positive impact for a small group of high achieving UBC Sauder students and new grads by generating lasting professional relationships with well-established members of the UBC Sauder alumni community.

Through this program you will build a relationship with a highly successful Sauder alumni, where you will receive guidance and support with your leadership and professional development goals. This is a unique and exciting opportunity for a very small group of UBC Sauder students and new grads.

### Eligibility Criteria

To be eligible for this program you must be in year 3 or higher of your undergraduate studies and have a B+ average or higher, or you must have graduated from the undergraduate program at Sauder within the past three years with an overall B+ grade or higher. You must also be able to demonstrate leadership experience and competency, along with involvement in extracurricular activities. This is a small program and we expect to make under 20 matches this year. We are able to select just a very small number of students to participate. While you must be able to meet the eligibility requirements, your admission to the program also depends on whether we can make you a suitable match.

### Matching Process

Matches are made based on participant goals and needs. This is a leadership development program, and not a job search program. Matches based on career target or industry are not prioritized. We do our best to match mentees with a mentor who has the experience, skills and abilities to meet the mentee's goals and needs. Through the application and interview process, the Program Manager will gather information about you, so that the best possible match can be made. Interviews and matches will be completed throughout October and November.

### Training

There will be a mandatory short (1-2 hours) training held in January. You will be trained on your responsibilities in the relationship and program including:

- Program requirements and expectations
- Tips for success

- How to develop SMART goals

## Time Commitment

The program will run for eight months from January to the end of August. Participants are asked to meet 8 times during the 8-month cycle, with each meeting being approximately 1-hour long.

Your full commitment will equal an estimated 1 – 3 hours per month, which includes meeting time, follow-up time, time to work on your goals and time to write and submit your monthly report to the Program Manager.

## Commitments

This is a mentee led program where mentees are expected to take the lead in the relationship. You are responsible for:

- Committing to the full 8-month duration of the program
- Completing the mentee training during the first week of classes in January
- Attending the mandatory Launch Event at the end of January in Vancouver
- Creating and submitting your SMART goals to the Program Manager by the deadline mid-February
- Connecting with your mentor to schedule in your initial mentorship meeting
- Submitting monthly reports to the Program Manager

## Next Steps

1. Complete the application form in Qualtrics
2. Once you complete the Qualtrics form, you will be directed to the application portal in Canvas. You will be required to submit:
  - a current resume
  - a 2-minute video
  - a 1-page written submission
3. The Program Manager will reach out to top applicants to schedule an interview in November
4. Prepare for your interview by prepping answers to the following questions:
  - Tell me about yourself and your leadership experience.
  - What are you hoping to get out of this mentorship program?
  - Share an example of how you handled constructive feedback in the past.

## Your Program Contact

It's important that you feel supported and know who to talk to if you have any questions or concerns. Reach out anytime:

**Tara Csont-Mollett** - Associate Director, Montalbano Centre for Responsible Leadership Development [Tara.csontmollett@sauder.ubc.ca](mailto:Tara.csontmollett@sauder.ubc.ca)