



**DREAM. PRACTICE. MAKE A CHANGE.**



# **PM READY**

## **YOUTH MENTORSHIP PROGRAM**

# **HANDBOOK**

**Website:** [www.pmready.org](http://www.pmready.org)

**Email:** [contact@pmready.org](mailto:contact@pmready.org)

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# Call for Student Mentees

Are you a middle/high school student desiring to create positive impact that promotes any of the UN's 17 Sustainable Development Goals (SDGs)?

PM Ready's Youth Mentorship Program empowers you to turn your innovative change-making idea into a project plan, action, and impact!

We connect aspiring student leaders like you with certified or experienced project professionals.

Together, you will embark on a transformative journey to translate your project concepts into actionable plans with real-world impact.



## Apply Today

<https://pmready.org/youth-mentorship>



## Why Become a PM Ready Student Mentee?

### One-on-One Guidance

Work closely with a seasoned project professional dedicated to nurturing your idea.

### Skill Development

Learn essential project management skills from the experts.

### Realize Your Vision

Learn essential project management skills from the experts.

### Networking Opportunities

Connect with a community of like-minded individuals passionate about making a difference.

**About PM Ready:** PM Ready Inc., founded in 2023, is a 501(c)(3) nonprofit organization dedicated to empowering the next generation of project contributors and leaders. Visit us at [www.pmready.org](http://www.pmready.org). Contact us at [contact@pmready.org](mailto:contact@pmready.org).



# PM Ready Youth Mentorship Program

## Overview

The Youth Project Mentorship Program is designed to help middle and high school students develop project management, leadership, and entrepreneurship skills. It provides guidance for youth to start or manage a community service project during any phase of the project cycle from ideation to completion.

PM Ready will match individual students with PMI-certified project professionals or experienced project managers. Throughout the mentoring process, project professionals help students establish goals and develop the skills to deliver a project result that brings meaning to students themselves and their communities.

## Why UN's 17 Sustainable Development Goals (SDGs)?

Middle and high school students can make a positive impact by embracing a UN Sustainable Development Goal. By selecting a goal that aligns with their interests, they can engage in research, advocacy, or community initiatives addressing global issues like poverty, climate change, or gender equality. These projects provide purpose and empower students to contribute as active citizens, working towards a sustainable and equitable future.

To learn about UN's SDGs, visit  
<https://sdgs.un.org/goals>

**Become a PM Ready Student Mentee or Mentor**

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# PM Ready Youth Mentorship Program

## Who is a mentee?

A mentee is a student enrolled in Grades 6-12 who is looking to obtain professional advice on starting or managing a community service project. Instead of being mentor-driven, with the mentor taking full responsibility for the mentee's learning, the mentee learns to share responsibility for the learning.

## Who is a mentor?

A mentor is a PMI-certified project professional or an experienced project manager with at least three years of experience, who voluntarily provides mentorship to students. Mentors are facilitators and catalysts in a process of discovery and insight. In a learning partnership, the mentor's role is to "guide on the side" rather than "be the expert with the answers."

To meet our mentors, visit  
<https://pmready.org/youth-mentorship>



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# PM Ready Youth Mentorship Program

## MENTOR & MENTEE OVERVIEW

### Prerequisites

#### Mentor

- Have a PMI certification designation OR Minimum three years of project management experience.
- Comfortable working with young people and passionate about helping young people grow.

#### Mentee

- Students enrolled in Grades 6-12.
- Self-motivated with an open mindset and a desire to learn and serve.

### Responsibilities

#### Mentor

- Assist Mentee with setting developmental goals.
- Act as a coach and provide feedback on the project progress.
- Submit a feedback survey to PM Ready including the mentee's project or personal improvements.

#### Mentee

- Devote time to learn project management and apply the knowledge to work on their project.
- Identify and achieve reachable and measurable goals they set up with the mentor's guidance.
- Submit a feedback survey to PM Ready including their project or personal improvements.

### Rewards

#### Mentor

- Expanded perspectives.
- Satisfaction with contributing to others' success.
- Earn "Give Back" PDUs to maintain certifications.

#### Mentee

- Gain valuable insights from expert.
- Build self-confidence to lead.
- Improve soft skills and achieve better potential.



# PM Ready Youth Mentorship Program

## TWO TYPES OF FLEXIBLE AND PERSONALIZED MENTORSHIP

### Advice Session

- 1-2 meetings.
- Perfect for brainstorming project ideas, seeking feedback on a complete project, asking a specific project question.
- Mentee may not re-apply.

### Multiple Months

- 2-4 months; at least 2 hours per month.
- Perfect for working on a project requiring more time for planning and implementation.
- Mentee may re-apply once, but mentor availability is not guaranteed.

### Important Notes

- The meeting format, length, and frequency will be mutually decided by the mentor and the mentee.
- The meeting can be face-to-face, over the phone, via emails, or through real-time video/web communication methods. Due to the mentee's age, any face-to-face meetings must require permission from the mentee's parent or guardian. PM Ready is not responsible for any risks associated with the meeting of any format between a mentor and a mentee.
- Once the mentorship begins, a Mentor or Mentee may opt out of the program by contacting PM Ready. PM Ready will determine the next best steps based on the results of a dialogue with both the Mentor and the Mentee. There is no guarantee that a new pairing will be formed. "No Fault" policy is enforced in this program, should either the Mentor or the Mentee desires to opt out of the program. However, PM Ready will work with the participant to retain him/her in the program.
- Should a pairing be deemed to be unworkable or unsatisfactory, a Mentor or Mentee can raise their concerns to PM Ready. PM Ready will conduct a reassessment as quickly as possible without fault to either partnership member. In case of participation termination, a Mentor or Mentee may request to be added to the waiting list for the next mentorship pairing session.

### Mentorship Program and Earning PDUs (PMI-certified members only)

- PMI-certified members can earn PDUs. PDUs are self-reported and are in the "Giving Back, Share Knowledge" category for mentors.
- PM Ready Youth Project Mentorship Program requests mentorship pairs keep and retain a Mentorship Activity form to provide a record of the hours spent during the mentorship.
- If PDUs are self-reported to PMI, mentors should send a completed activity form to PM Ready at [contact@pmready.org](mailto:contact@pmready.org).



# PM Ready Youth Mentorship Program

## EXPECTATIONS OF THE MENTOR-MENTEE RELATIONSHIP

- Recognize and respect each other's strengths and differences.
- Clarify personal expectations and roles.
- Establish clear goals and a mentoring action plan.
- Manage the "logistics" of the mentoring process to ensure meetings take place.
- Partners should schedule meetings for mutually agreed times and venues.
- Interactions between Mentor and Mentee are to be professional and confidential.
- Conversations should focus on projects, project management, and other professional topics.
- Conversations should be respectful and honest without being brutal or discouraging.

## WHAT THE YOUTH MENTORSHIP PROGRAM IS **NOT**

- Academic tutoring/teaching.
- A way to get an internship/job reference or a recommendation letter.
- To earn course credits for any subject.

## OPTIONAL MENTORSHIP ACTIVITIES

- Discuss the background, aspirations, leadership strengths, and style.
- Develop a leadership development plan.
- Provide beneficial feedback on a project being undertaken.
- Identify solutions to solve a project problem.
- Brainstorms ways to increase the impact of a project.
- Draft a proposal to initiate a project or start a student club.
- Read and discuss a book or an article.
- Participate in virtual meetings offered by PM Ready.
- Prepare to host a virtual event for PM Ready.
- Write a blog to be published at PM Ready.
- Interview the mentor or another adult or youth leader to report a project story

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# PM Ready Youth Mentorship Program

## HOW TO PARTICIPATE

- Complete an online **Mentor Application** or **Mentee Application**.

PM Ready may or may not interview all participants to understand their mentorship goals for the best mentorship experience.

- Receive notification from PM Ready about Mentor and Mentee acceptance (or not acceptance) into the program.

Mentors and Mentees will be matched for the advice session and multiple-month program based on the mentorship goals.

- Both Mentor and Mentee complete a feedback survey on the program after completion.

Mentors submit completed Mentorship activity forms to PM Ready if PDUs are to be claimed.



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