



**Committee for Members in Industry & Business (CMI&B)**  
**The Institute of Chartered Accountants of India**  
(Set up by an Act of Parliament)

# Mentorship Programme

**Engage Guide and Empower**



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## About the Mentorship Programme

The Committee for Members in Industry & Business (CMI&B) of the Institute of Chartered Accountants of India (ICAI) designed a Mentorship Programme that fosters a mutually beneficial relationship, bridging generations and creating value for both the mentors and mentees. The objective of this programme is leveraging the knowledge and experience to provide learning and development opportunities to the budding leaders.

This dynamic programme recognizes the benefits of shared experience and knowledge and connects mentors- experienced CA professional leaders with mentees- future leaders of the profession. In this Programme mentors and mentees can connect in a variety of ways to engage and enhance the mentoring relationship and to share insights, information and experience.

In short, continuous learning is a watchword for the Mentorship Programme

**Mentoring is an important part of the leadership journey. It provides an opportunity for leaders to create a legacy and helps young professionals to get new insights beyond their own education and experience.**

### Value to the MENTOR

- ▶ Provide an opportunity to invest in someone else's development and share your knowledge
- ▶ Obtain a fresh perspective and expand own awareness
- ▶ Develop stronger leadership and coaching skills
- ▶ Get to know new perspectives and ideas brought by the mentees

### Value to the MENTEE

- ▶ Receive guidance in assessing professional development needs
- ▶ Have an opportunity to tap into the knowledge and perspective that comes from experience
- ▶ Get access to broader perspectives and networks
- ▶ Be part of a programme that helps form new professional relationships across functional areas





**Who can become a Mentor-** Member of ICAI positioned as CFO and above in various organizations or Member holding managerial position & having more than 10 years of experience

He/ She should also have an inclination and willingness to spare and spend quality time out of their busy schedule to hold meetings at convenient time for mentoring the young and aspiring CAs.

**Who can become a Mentee-** A Chartered Accountant aspiring and keen to learn and to join the industry or wants to move up in the corporate ladder, who perceives the need to have a mentor.

**Mentor's Role**

- ▶ Allocate time and energy (2 hours a month on average)
- ▶ Share knowledge and experience
- ▶ Provide feedback that will help the mentee to improve
- ▶ Provide guidance based on the mentee's learning and development needs
- ▶ Maintain confidentiality

**Mentee's Role**

- ▶ Clearly articulate personal and professional needs
- ▶ Initiate the discussion regarding goals of the mentorship
- ▶ Be committed and assume responsibility for your own professional growth and development
- ▶ Be receptive to constructive feedback
- ▶ Dedicate time and energy for establishing mentoring goals and make decisions to achieve them

**Mentoring Programme Cycle:**

**PREPARE**

**Understand** what Mentoring Programme has to offer  
**Decide** if you are ready to do this  
**Determine** how and to what extent you want to participate

**ESTABLISH**

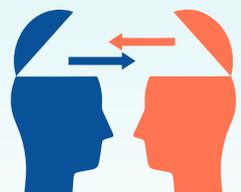
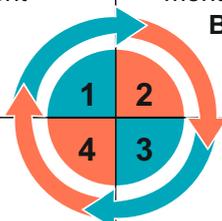
**Mentors:** Complete an online profile that defines the competencies for which you can mentor  
**Mentees:** Define your focus and goals that a mentor can help with specifically  
**Both:** Once matched, connect and create a mentoring engagement

**CLOSE**

**Measure** progress  
**Summarize** accomplishments  
**Consider** new mentoring partnerships

**SUSTAIN**

**Meet/Communicate Regularly:** Consult, share information and provide feedback to accomplish the goals of the mentoring



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## Scheme of Mentorship Programme

1. Mentor and mentees can apply for the program online at: <https://mentorship.icai.org>
2. Mentee can self-select their mentor from the database or be matched based on profile competencies by sending online request to one mentor at a time from their dashboard on the portal
3. Mentor can select maximum 3 mentees at a time.
4. The mentor receives an email and notification of the request of the mentee and can accept or decline the request within 7 days.
5. If no response received from the mentor, mentee can search for another mentor
6. After accepting request of the mentee by the mentor. Mentee can contact the mentor at the time specified by the mentor.
7. Meetings can be arranged via phone, email, internet through skype or video conferencing or in-person
8. Auto notifications and emails will be sent to the participants at every step
9. Each mentorship engagement period ends after six months. After six months, mentor and mentee can start new engagement.
10. Feedback shall be given by the mentor and mentee about the programme at the end of each engagement.
11. To reap full benefit from this programme, mentors and mentees are encouraged to actively take on their roles and responsibilities.

## Role of CMI&B of ICAI

- I. The mentor and mentee determines the goals of the mentorship by themselves and manage the relationship together. CMI&B will facilitates the mentor and mentee connection but shall not directly involved in matching of Mentor and mentee
- II. CMI&B monitoring the activities.
- III. CMI&B will assist the mentors and mentees to ensure that the programme runs smoothly.

**SIGN UP TODAY**

<https://mentorship.icai.org>



Organised by  
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(Set up by an Act of Parliament)  
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