



Mentoring Asian American Professionals (MAAP)

A Program of OCA National Center for Leadership Development

In partnership with
OCA Atlanta Chapter & NAAAP Atlanta



Made possible through a generous support provided by



EMBRACING THE HOPES AND ASPIRATIONS OF ASIAN PACIFIC AMERICANS

www.oca-maap.org ▪ www.oceanational.org



EMBRACING THE HOPES AND ASPIRATIONS OF ASIAN PACIFIC AMERICANS

Mentoring Asian American Professionals Program (MAAP)

Program of OCA National Center for Leadership Development

Made possible through the generous support provided by UPS

Goal

To cultivate the next generation of confident, empowered, equipped, and collaborative Asian American professional leaders through mentoring, skills-building, and networking. Participants will create a personal strategic plan that will allow them to identify ways to achieve their personal and professional goals.

Objective

- Facilitate a strong one-on-one mentoring relationship for participants to discuss career-building topics
- Provide a pool of mentors for mentees to contact with specific questions
- Provide a forum for AAPI professionals to network and learn from their peers
- Strengthen relationships between the Business Advisory Council (BAC) and the local OCA chapters
- To offer an opportunity for local chapters to engaging with their communities and recruit new members

Program Content

The OCA MAAP Program is a three (3) month program which includes four (4) one-on-one mentoring meetings and three (3) mentoring network convenings.

MONTH	WEEK	ACTIVITIES
Month 1	Week 1	Program Orientation & Introduction to MAAP: Saturday May 21, 2011
	Week 2	
	Week 3	1:1 meeting: Networking
	Week 4	
Month 2	Week 5	1:1 meeting: Communication & Negotiation
	Week 6	
	Week 7	Mid Way Network Convening: Saturday June 18, 2011
	Week 8	
Month 3	Week 9	1:1 meeting: Collaborative Decision Making
	Week 10	
	Week 11	1:1 meeting: Leadership
	Week 12	
	Week 13	Concluding Network Convening: Saturday July 9, 2011

Mentors and mentees are strongly encouraged to meet twice before the group reflection and twice after. By design, their meetings will be structured around specific professional development topics, and the mentoring team will be provided with a discussion guide for each meeting. Mentees will be expected to complete a worksheet for each session that will build their analysis, skills, and development of personal action plans.

PROGRAM OVERVIEW

PROGRAM ORIENTATION Successful Mentoring Relationships: What does it look like?

Saturday May 21, 2011

This session will offer the participants of the program an opportunity to receive a thorough orientation to the program's purpose as well as the structure and process of the mentoring dialogue drawing from a number of best practices in the field of professional development. Interactive activities and discussions will be facilitated by the MAAP training team to support greater familiarity with the mentoring team roles, responsibilities, and connectivity to the local, regional, and national MAAP Network.

SESSION I. Confluence, Influence, and Networking*

The importance of networking has never been more valuable in such a tightly interconnected world that we live in. Especially with the advent of lightening fast mass communication platforms such as the internet, e-mails, websites, and the application of social networking sites, it is extremely difficult to avoid being in the thick of the surge and dependence on these means of connections, relationship building, and information/resource sharing. However, often, these wonderful networking vehicles are not only applied inefficiently but inappropriately, because the basics of networking has been undermined and thus undervalued, i.e. relationship building vs. posting and asking for an add as one's friend on Facebook. This session will focus on the time proven basics of relationship building process along with the use of technology to maximize the impact of networking as a practice. The mentoring team will explore ways to develop their leadership role as conveners of relationships in support of producing positive influence while building their networks.

SESSION II. Context Based Communications & Negotiations*

Quality communication must always be framed with a particular context in mind. The value of any communications between people, groups or organizations must be aligned with common expectations. Clarification of these commonly held expectations is critical to developing ethically and conceptually sound, mutually satisfactory negotiations. In this session, the mentoring team will explore the critical steps that are needed in a given negotiating process including focus on understanding mutual interests vs. entrenchment within one's respective positions. (The importance of internal as well as external networking will be further revisited to develop strategies for addressing specific challenges around communications and negotiations.)

MIDWAY CONVENING Getting Out There: How to Best Leverage Your Networks

Saturday June 18, 2011

Focused on networking, this network convening will explore opportunities as well as challenges in cultivating and leveraging on relationships. The three key issues that will be covered in a workshop style format are: 1.) five reasons why current networking strategies may not be

PROGRAM OVERVIEW (Midway Convening) CONTINUED

effective and/or efficient, 2.) Strategies for communication, negotiations, and leveraging the power of networks, and 3.) Leadership and mentoring as a platform for creating confluence and influence. Firmly anchored by personal mission and vision statements, participants are encouraged to continue exploring their own motivations for developing personal and professional goals and objectives. This session will serve as a prelude to the personal planning session.

SESSION III. Collaborative Decision Making Processes*

At the heart of collaborative decision making is a consensus building process which requires a set of protocols for communication, contextualizing data, and supporting the culture of decision making process which should encourage robust exploration of possibilities from diverse opinion leaders. The end product is an efficient and effective decision making process producing a set of realistic and achievable goals and objectives. The mentoring team will explore leadership strategies to effectively practice the consensus model under the pressures of time and resource scarcity as well as cultural differences.

SESSION IV. Leadership: Management, Supervision, and Coaching*

Most effective form of leadership in a professional setting incorporates elements of management, supervision and coaching. While these critical elements are integral to exercising leadership in a given group situation or as a permanent member of the organization, they are not synonymous with the concept of leadership as a whole. This session will provide practical ways in which these three elements of leadership interweave and drive the power of leadership in order to empower the individuals, groups, and organization to fulfill common goals and objectives.

FINAL CONVENING Ready, Set, Action: AAPI Leadership Saturday July 9, 2011

This network convening will be focused on opportunities as well as challenges in integrating social responsibility as part of personal and professional development planning. The three key issues that will be covered in a workshop style format are: 1.) How to jump start the personal brand through social responsibility, 2.) Identify ways to achieve personal and professional goals, and 3.) Participate in a team approach to career strategy planning.

As a conclusion to the personal strategic planning process, this session will provide the space for the mentoring pairs to further dialogue about past topics discussed in the context of conducting a series of self assessments. Leveraging on the assets of the individual, including past accomplishments, knowledge, and skills this process will encourage continued exploration into motivations informing development of one's goals and objectives, firmly anchored by personal mission and vision statements. Building on the previous sessions, the focus will be more on the short, mid, and longer term goals as well as identification of resources needed to achieve the objectives.

****Sessions described above are all 1:1 meetings between the mentoring team scheduled between thenetwork***

convenings.

MAAP Network

In addition to the personal mentoring process, being part of a local MAAP network provides an opportunity for both mentors and mentees to participate in group mentoring through activities and facilitated discussions. There will be three (s) network convenings scheduled once per month in the three mentoring cycle: orientation, midway, and concluding. (Please see the Program Overview section for details.) At the last network convening, participants will further reflect on the dialogues with their mentors and develop a personal strategic plan designed to identify specific professional goals and objectives. Moreover, with the facilitation of the OCA National Staff/Consultant, MAAP participant may request an opportunity to access a national network of mentors and mentees during the program cycle to further explore personal and professional issues through peer discussions and feedback at a distance.

Process

- Interested participants are strongly encouraged to participate in the MAAP Program Informational Conference call hosted by the OCA MAAP Program representative on **Wednesday April 13, 2011 at 7:00 pm**. Call-in number: 218-339-4600, Access Code: 853861#
- At the conference call, potential mentors and mentees will learn more about the program and what to expect as mentors as well as mentees.
- Those who apply by **Monday April 25, 2011** and are accepted into the program will then be matched with a MAAP mentor.
- Accepted participants are invited to attend a program orientation on **Saturday May 21, 2011** where they will be provided a more detailed overview of the program cycle and an opportunity to learn their roles, expectations, discussion topics, interim learning activities and set a schedule for their one-on-one meetings.

Mentoring Team Profiles & Criteria for Participation

Mentor

- 5-10 years professional experience
- Supervisory/ management experience preferred (*but not necessary*)
- Well-rounded personal and professional background, i.e. experience with community involvement, volunteerism, etc.

Mentee

- Asian American professional interested in exploring professional development process with a mentor
- Commitment to developing new personal/professional skills through four 1:1 mentoring meetings and two network convenings

Program Fees & Costs

There are OCA member and non-member fees to participate as mentors as well as mentees. The program cost for 2011 cycle are as follows:

- **OCA Member rate \$30 per participant**, includes all materials and participation in workshops held at the three Mentoring Network Convenings

- **NAAAP Member rate \$50 per participant** which includes all materials, participation in workshops held at the three Mentoring Network Convenings and 1 year annual membership to OCA (optional).
- **Non-OCA Member rate \$70 per participant** which includes all materials, participation in workshops held at the three Mentoring Network Convenings and 1 year annual membership to OCA (optional). **Program costs are waived for UPS Employees*

The mentoring meetings that are arranged between the mentoring pairs may take place over coffee or lunch. The costs associated with mentoring meetings will be the responsibility of the mentoring teams.

This program has been designed as an experiential learning opportunity to benefit mentees as well as mentors. The MAAP Program sees both mentors as well as mentees to be engaged in the learning process and as such, the program fees apply equally to both stakeholders.

While we have been able to secure generous funding from UPS, in order to administer and sustain this National program in multiple locations, participant fees will ensure adequate resources are devoted for this program cycle and beyond.

Frequently Asked Questions

1. What are the program requirements?

Participants are expected to attend the mandatory orientation on **Saturday May 21, 2011**, participation in one 1:1 mentoring meetings every other week, and two group networking convenings.

2. How much time will I have to commit?

The program is three months long and includes four 1:1 mentoring meetings. The mandatory orientation will last about half a day. 1:1 meetings are meant to take an hour and fifteen minutes. The two group networking convenings will be about four hours each.

3. Do I have to be Asian American to participate?

We will not reject participants as mentees or mentors solely because of their race. However, the MAAP program is unique in that the professional development topics have been geared specifically towards the unique needs of Asian Americans. We believe it is important for Asian Americans to be mentored by someone who comes from similar cultural background and social location.

4. How do I qualify for MAAP?

If you are interested in participating as a mentee, you are an Asian American professional interested in exploring the professional development process with a mentor.

If you are interested in participating as a mentor, we prefer that you have at least 5 years of professional experience, and supervisory/management experience (*but not required*). We are also looking for individuals with well-rounded personal and professional backgrounds.

5. What fees or costs do I have to pay in order to participate?

There are OCA member and non-member fees to participate as mentors as well as mentees. The program cost for 2011 cycle are:

OCA Member rate \$30 per participant, includes all materials and participation in workshops held at the three Mentoring Network Convenings

Non-OCA Member rate \$70 per participant which includes all materials, participation in workshops held at the three Mentoring Network Convenings and 1 year annual membership to OCA (optional).

Please note that the mentoring meetings that are arranged between the mentoring pairs may take place over coffee or lunch. The costs associated with mentoring meetings will be the responsibility of the mentoring teams.

**Program costs are waived for UPS Employees*

6. I am interested in participating as a mentor, why do I have to pay a program fee?

This program has been designed as an experiential learning opportunity to benefit not only mentees but also mentors as well. Therefore, we appreciate the valuable time and effort being devoted to the professional development process by both mentees and mentors equally. The program fees are priced far below the market average for comparable programs.

While we have been able to secure generous funding from UPS as our sole corporate supporter, in order to administer and sustain this National effort in multiple locations, the program fees were required to ensure adequate resources are devoted to this program cycle and to address sustainability of future offerings in your community as well as in other communities where there is a need to empower other emerging Asian American professional leaders. *(By 2011, we will have engaged over 120 Asian American professionals through the MAAP Program in Atlanta, Chicago, Los Angeles, New Jersey, Orange County, San Francisco, and Washington DC since its introduction in 2008.)*

7. Can I have a mentor/mentee from the same company?

Yes, just indicate that you prefer someone from the same company on the third page of your application.

8. How do I become a group facilitator?

Mentors who are also interested in helping to facilitate the three networking convenings are required to attend a three hour training prior to the beginning of the program cycle. We will also provide agendas, materials, and talking points for each convening. Please contact Tom Hayashi at 562-221-1030 or tomhayashi@gmail.com if you are interested in taking this important and rewarding leadership role.

Contact Information

OCA Georgia

P.O. Box 767278
Roswell, GA 30076-9998
www.oca-georgia.org

Kevin Hamada
VP of Education
Kevin.Hamada@oca-georgia.org

OCA National Center

1322 18th Street NW
Washington, DC 20036-1803
Tel: 202-223-5500
Fax: 202-296-0540
www.ocanational.org

Tom L. Hayashi
National MAAP Consultant
tomhayashi@gmail.com
562-221-1030



Mentoring Asian American Professionals (MAAP) Program

Made possible through the generous support from UPS

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Day Phone		Cell				
E-mail Address:			I am applying as a <input type="checkbox"/> Mentor <input type="checkbox"/> Mentee			
Demographic Information (Optional)	Gender		Age		Ethnicity	
EDUCATION						
High School		Degree				
Undergraduate		Degree/Major				
Graduate		Degree				
Other Training		Certificate				
PROFESSIONAL EXPERIENCE: Please identify areas that you have knowledge or experience in with an "X" and note with an "O" for specialization that applies to your current job category/position.						

- | | |
|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Law/Legal Services |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Manufacturing/Operations |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Design/Engineering | <input type="checkbox"/> Nonprofits |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Organizational Development |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Health Care Management | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Strategy |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Supply Chain Management |
| | <input type="checkbox"/> Other |

RELEVANT PROFESSIONAL KNOWLEDGE AND SKILLS AREA: Please identify two professional development topics that you are interested in the most.

- Communication & Negotiations
- Leadership
- Management/Supervision
- Networking
- Decision Making
- Career/Personal Planning

EMPLOYMENT HISTORY

Company	
Job Title	
Responsibilities	
From	To

Company	
Job Title	
Responsibilities	
From	To

Company	
Job Title	
Responsibilities	
From	To

PERSONAL STATEMENT: Please briefly describe what you hope to get out of this program?

Do you have any questions or concerns?

ADDITIONAL QUESTIONS

1. **(For Mentors Only)** Are you interested in becoming a facilitator for the networking convenings? (Training and additional instruction will be provided) ___ Yes ___ No ___ Interested, but need more information

2. Would you prefer to have a mentor or mentee from *within your own company*? ___ Yes ___ No

3. If you are a mentee, would you prefer to have a mentor from a *different professional field*?

___ Yes, please match me with someone outside of my field.

___ No, I prefer a mentor from the same field.

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. If accepted, I agree to fully participate in the program by attending the mandatory orientation, networking convenings, and 1:1 mentoring meetings. Program fees will be collected at the orientation convening.

Name: _____

Signature: _____

Date: _____

Yes, I would like to become a member of OCA

Thank you, but I respectfully decline membership to OCA at this time

It is the policy of OCA to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, or disability.

Please submit the completed application by Monday April 25, 2011

OCA National Center

1322 18th Street NW
Washington, DC 20036-1803
Tel: 202-223-5500
Fax: 202-296-0540

Apply2maap@gmail.com