

## **Guiding Lights Circle - Program Guidelines 5-22-25**

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**Objective:** The IESNYC Mentorship Program aims to support and guide the next generation of lighting professionals through mentorship, fostering professional growth, learning, and development within the industry.

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### **Program Duration:**

The mentorship program runs for nine months, starting from September 15, 2025 to June 2026.

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### **Program Structure:**

#### **1. Monthly One-on-One Meetings:**

- Mentors and mentees are expected to meet at least once a month, either in person or virtually. (In-Person Preferred)
- Meetings should be scheduled at mutually convenient times.

#### **2. Group Workshops:**

- Workshops will cover various topics relevant to the lighting industry and professional development.
- Participation in workshops is highly encouraged to gain additional insights and network with other program participants.
- Mentees from the 2024-25 Year program will be invited to participate in these workshops.

#### **3. Networking Events:**

- Events will be organized to provide additional networking opportunities.
  - Participants are encouraged to attend these events to build connections within the industry.
  - Mentees from the 2024-25 Year program will be invited to participate in these workshops.
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### **Eligibility Criteria:**

- **Mentors:**
  - Must have a minimum of 5 years of professional experience in the lighting industry.

- Should possess a willingness to share knowledge and support mentees in their professional development.
  - **Mentees:**
    - Must be emerging professionals in the lighting industry.
    - Should demonstrate a commitment to their professional growth and a willingness to learn.
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### **Roles and Responsibilities:**

- **Mentors:**
    - Provide guidance, share industry knowledge, and support mentees in achieving their career goals.
    - Be available for monthly meetings and provide timely feedback and advice.
    - Maintain confidentiality regarding any personal or professional information shared by the mentee.
  - **Mentees:**
    - Engage actively in the mentorship process and take initiative in scheduling meetings.
    - Be open to feedback and willing to apply the guidance received.
    - Maintain professionalism and respect the mentor's time and effort.
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### **Application Process:**

1. **Read the Program Guidelines:**
  - Ensure you understand the expectations and commitments required for participation.
2. **Complete the Application Form:**
  - Provide detailed information about your background, interests, and goals.
  - Submit your application by the specified deadline.
3. **Selection Process:**
  - Applications will be reviewed by the selection committee.
  - Selection will be based on alignment of mentor expertise with mentee goals, commitment to professional growth, and availability.
4. **Notification of Acceptance:**

- Applicants will be notified of their acceptance into the program by August 29, 2025.
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#### **Evaluation and Feedback:**

- **Mid-Program Evaluation:**
    - A mid-program evaluation will be conducted to assess the progress of the mentorship relationships.
    - Feedback from both mentors and mentees will be collected to make any necessary adjustments.
  - **End-of-Program Evaluation:**
    - At the end of the program, participants will be asked to complete a final evaluation.
    - This feedback will help improve the program for future cycles.
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#### **Contact Information:**

For any questions or additional information about the IESNYC Mentorship Program, please contact us at:

- **Email:** [mentorship@iesnyc.org](mailto:mentorship@iesnyc.org)