



*The newest generation entering the workforce is as fascinating as ever. I admire and am grateful to learn of their curiosity and drive to make their mark as well as their desire for a fulsome work-life balance. I'm pleased to be able to share my experiences and insight to help them clarify their vision and intention and to provide a strong foundation for a successful transition from school into the workforce. "*

*Meike Krug, Fortis, BC*

Thank you for participating as a volunteer mentor in the Burnaby Board of Trade's [Access Student Career Development Program](#).

The Access program was launched 5 years ago. With help from our program sponsors SFU, SFU Beedie School of Business, BCIT School of Business and Douglas College School of Business, we have been able to grow the program into a robust professional development and leadership program for soon to graduate post-secondary students.

Our goals are three-fold:

- To showcase to up and coming young professionals the many professional opportunities that exist within the Burnaby business community
- To help Burnaby businesses access local talent
- To help the next generation of business leaders learn the essential business and networking skills to help them succeed in a competitive employment market

Below is some information to help you understand your role as mentor and provide you with some information about the program in which your student is participating.

### About the program

- The program runs from October 2016 to May 2017.
- Each student is paired with a mentor and is required to attend BBOT events, skills development workshops, socials, participate actively in committees and meet regularly with their mentor.
- Students have the ability to graduate from the program with distinction. These are students who have actively participated and shown leadership skills in their committee role and who have accrued more than 13 points throughout the program.

### How Your Mentee Was selected to be matched with you

- Each student has been interviewed by a member of the BBOT staff.
- We try to match students with mentors within the same area of professional interest and if possible the same area of personal interest- for example, shared love of cooking.
- From time to time if we know a particular mentor would be great with a student regardless of professional interest we match them and sometimes see magic happen☺
- Regardless of perfect matches, mentees can benefit enormously from their mentor's business and work/life experience.

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- From time to time the mentor mentee relationship doesn't work out. It's nobody's fault. We simply ask you to let staff know so we can assign the student and the mentor another fit.

### Time Commitment

- Every mentor/mentee relationship is unique. The minimum time we ask mentors to volunteer for the program is 3 meetings (of approximately an hour each).
- Some mentors set up monthly meetings either in person, or by phone. It is up to each mentor to decide how much time they have available to work with their mentee.
- Some mentees will ask you to join them for events, or Access panels or socials. It is up to each individual to decide if they can accommodate these requests. If you are a member of the BBOT, please consider bringing your mentee to some events.

### What to expect of your mentee

- Like any business meeting we ask that mentees be prepared for their meeting with you. We advise professional dress, that they research you and your organization and that they be prepared with questions.
- We advise them to show up 10 minutes in advance of your meeting.
- We ask them to share their resumes and S.M.A.R.T goals with you.
- We encourage them to have some fun☺

### What they expect of you

- That you will offer career advice, insights into industry related information, tips and support on their resumes, S.M.A.R.T. goals and their careers.
- Be a sounding board for ideas.
- Provide support on goal setting.
- Attend events with them from time to time if available.
- If comfortable, to refer them to other professionals in your network.
- Let them know the best way to reach you and in what amount of time they can typically expect a response from you.

*\*Mentors do NOT provide internships or employment to their mentees.*

Attached is a calendar of activities and events that your student will be participating in throughout the year.

Thanks again for supporting the Access Student Career Development Program. If you have any questions, please don't hesitate to give me a call.

Tessa Vanderkop

Manager, Marketing, Programs, Sustainability

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## Case Competition

Your mentee has been encouraged to take part in the Access Case Competition. In a case competition participants are competing in teams to come up with the best solution to a business problem in an allocated period of time. Teams must present their findings and solutions for a panel of judges. Case competitions are great tools to test their ability to work cooperatively, think on their feet, and their problem solving skills.

Participating in the case competition is an exciting opportunity, it is also competitive as only 4 teams of 4-5 people are able to compete out of the whole program. Teams are self-forming and in order to make sure they and their team get a spot, we ask them to make sure to register before January.

The Case Competition Committee will be holding two workshops in order to prepare the participants and educate non participants on how to tackle a case competition in the future. The case competition will be held at the end of the program. The chair of the Case Competition Committee, Jeff Sung, would be a good place to start for any inquiries on both the committee as well as the competition.

### **A Message from the Case Committee Chair**

“Looking to hone your business skills and dive into the world of case competition?”

The Access program is offering a unique opportunity for students to gain valuable experience and knowledge about the challenging world of business case competitions. Students will learn the basics of analyzing and presenting a case from experts that have done it before. You will then use that knowledge and compete in your very own competition against other Access student members. This unique opportunity can provide a valuable piece to your resume while improving your analytic and presentation skills, two deeply sought after skills in today’s business environment. Be sure to sign up for the workshops and the actual competition or better yet, be a crucial part of building the case yourself by joining the case competition committee.”

-Jeff Sung, Case Competition Committee Chair and Former Access Student

### **A Note from a Former Participant**

“I just wanted to let you both know how beneficial the Access Case Competition this spring was for me! I've just completed a summer internship with PwC and as part of our program we were required to

participate in the firm's summer student case competition. I've never done anything like this at Douglas College and had I not participated in the competition with Access I would have been so overwhelmed

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and lost. The Access workshop I attended was an awesome crash course for students who have no prior experience in this area.

I'm so glad that I participated and you should definitely continue doing it! Right before the event back in May I remember being so nervous and my mom telling me that "you just never know when this will pay off". She obviously couldn't have been more right! Thanks again for a great year with the program!"

-Jamie Stevenson, Former Access Student

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## **Committees**

Access Committees are designed to give participants more say in planning events and activities throughout the year. Committees are chaired by Access alumni, and generally meet once per month (at the discretion of the Chair) throughout the entire eight month program. Participation, with excellent attendance, is worth **3 points**. **In order to earn distinction, quality participation on a committee is mandatory.**

Quality participation by each member on these committees is very important to their success. In order to receive a passing grade for the 3 points and to achieve distinction, participation will be evaluated at the end of the program. The evaluation process will consist of a review of your mentees performance by their Chair as well as by their peers. The best way to ensure they achieve these 3 points is to actively participate and do whatever they can to help your committee succeed.

### **Skills Development Workshops Committee**

Chair: Jenny Vo

- Plans (at least) two of the Access Program's student workshops.
- Identifies topics, locates and secures speakers, builds agenda, schedules times and locations.
- Works with Marketing Committee to promote events.

### **Case Competition Committee**

Chair: Jeff Sung

- Works with a local organization to solve a problem through a case-competition event.
- Works with the organization to understand their issue, and then organizes all of the logistical details of the event, including structure, location, timing and participant recruitment.
- Works with Marketing Committee to promote the event.

### **Social Networking Committee**

Chair: Declan Tranh

- Organizes two social/networking events for Access participants – this could be pub nights, games, scavenger hunts, etc.
- Identifies logistics, sets the location, and delivers polished, well-organized events.
- Works with Marketing Committee to promote the events.

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## **Social Media Marketing Committee**

Chair: Edwina Liang

- Plans two workshops for Access participants
- Takes pictures and reports on events through social media, and Board of Trade communication channels.
- Works with the other committees to promote their events.

## **Community Engagement Committee**

Chair: Alina Alminbetova

- Engages in activity that is philanthropic and a way to give back to the community.
- The goal is to organize and/or support one big event and hold smaller events throughout the program.

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