Mission

Our goal is to bring the young professionals of Timken together to:

- Become more familiar with the business
- Establish professional networks within the company
- Grow both personally and professionally within the Timken Company

...by participating in and attending forums designed and intended for business associates

Vision

Motivate young associates to pursue as well as perform roles in leadership, increase awareness to recognize talent, retain talent within the company, and use these talents to achieve business results.

YPN Objectives

- **Internal Retention** – Keep associates engaged at The Timken Company and provide an inclusive workplace.
- **Networking Events** – Plan and conduct professional networking opportunities for young professionals to raise awareness about the network and improve internal connections across business units and functions.
- **Business Acumen / Education** – Create educational opportunities for young professionals to better understand the business of Timken and improve business acumen. These are broad topics that will educate young professionals beyond their own business unit / corporate center and function / department.
- **Mentoring** – Provide innovative mentoring opportunities to promote the development of leadership skills in young professionals.
- **Community Involvement** – Promote community involvement and awareness through an annual volunteer activity. This volunteer activity would incorporate Senior leaders to work with young professionals to improve the community.
- **External Recruiting** – Participate in Talent Acquisition activities (i.e. intern initiatives, recruiting activities, etc.)

Core Leadership Team Structure

All board members are expected to attend bi-weekly meetings and participate in the planning of at least one event during the year. The primary purpose of these meetings is for event planning and coordination, as well as general board business and a forum for suggesting ideas of new and innovative ways to accomplish the YPN objectives.

**Executive Sponsor and Co-Sponsor** – Senior level company leaders (typically VP) responsible for providing guidance and suggestions for improvement to Chair and Co-Chair. Assist in overcoming any obstacles or barriers to completing events, assist in obtaining the necessary budget to complete all events. [Typically the Co-Sponsor will assume the role of]
Sponsor the following year. Sponsor and Co-Sponsor are not required to attend weekly meetings, although we encourage them to participate once per quarter.

**Chair** – Responsible for organizing and planning overall business plan and event structure for the year. Primary contact and representative for the organization, typically leads weekly meetings and sets the group’s direction, goals, and objectives for the year.

**Co-Chair** – Collaborate with chair and board to carry out vision and goals of the Young Professionals Network. Assumes all responsibilities of the Chair if he/she is unable to attend a board meeting. [Typically a two-year commitment as the co-chair is intended to assume the position of chair the following year]

**Secretary** – Record meeting minutes and post to YPN SharePoint on a bi-weekly basis. Provide brief summary of prior week’s meeting notes on bi-weekly basis. Track and send communications (event, newsletter, etc.) to distribution list; provide bi-weekly scheduled communications update. Additionally, manage YPN distribution list and inbox.

**Director of Community Affairs** – Responsible for organizing community service events, coordinating with external partners for event planning and scheduling, and ensuring that all activities follow all Timken requirements and policies.

**Director of Finance** – Track costs for the calendar year and work with the board to prepare a business plan. Provide the board with a bi-weekly updates on the current status of the budget. Review cost expense procedure with the board to ensure expenses are reliable and timely accounted for within our account. Work with each project team to estimate expected and actual costs of each event.

**External Social Director** – Responsible for coordinating social events that occur outside of WHQ that promote networking in formal and informal atmospheres.

**Internal Social Director** – Responsible for coordinating social events that occur “inside” WHQ that promote networking in formal and informal atmospheres

**Marketing and Branding Director** – Responsible for helping to create YPN’s brand and image. Coordinate purchase and use of YPN branding material. Keep updated inventory of current branding materials. Assisting and providing guidance on all YPN communications.

**Director of Communications** – Responsible for keeping the SharePoint site updated and granting SharePoint access to new members. Coordinate with the event planning teams to create attractive SharePoint pages encouraging event participation. Assisting and providing guidance on all YPN communications.

**Recruitment and Retention Team (~3)** – Responsible for recruiting new members to YPN. Act as a liaison between the board and talent management to coordinate events in which YPN can help to recruit young talent to Timken. Encourage associates to attend events and promote events within Timken.

**Global and Regional Director** – Grow YPN globally and regionally. Point of contact for YPN groups outside of WHQ. Provides update to the Director of Communications to be used in the quarterly newsletter. Coordinate event that involves WHQ and global and regional locations.

**Development Lead – (Regional Site)** – YPN lead at site other than World Headquarters; tasked with launching and developing a local YPN network. Assumes all responsibilities for their local site (with the support of the WHQ Board as needed), including event planning, creating communications, and leading events. Encouraged to add additional team members as the local group grows.

### Event Examples

**Senior Leader Speed Mentoring**
Objectives covered: Mentoring, Networking, Internal Retention

Event overview: Structured similar to a “speed dating” event, where we ask 20 senior leaders to provide insight and advice to 20 young professionals. Each YP/SL combination will have 5 minutes for a brief conversation. YP’s are encouraged to come prepared with questions related to their current role, their future job path, or the Timken Business in general. Intended outcome is for YP’s to follow-up the senior leaders that they most enjoyed talking to for further discussion. Event duration is approximately 2 hours. YPN provides water and light refreshments.

The YPN Competency Cruise

Objectives covered: Mentoring, Networking, Business Acumen

Event overview: Two groups of YP’s and Senior Leaders traveled around Canton, OH to three different locations. Each location featured one of the 12 Timken Leadership Competencies, and included either a speaker or short activity intended to introduce the competency. The groups traveled in limos and busses and had the opportunity to discuss the importance of each competency with their senior leaders as the traveled between locations. The event was followed by a happy hour for further networking and discussion.

Get-To-Know WHQ

Objectives covered: Networking, Business Acumen, Internal Retention

Event overview: Similar to an “Amazing Race” style event, YPN set up 8 stations all around our World Headquarters with different challenges for the participants. Some examples were: “Build-A-Bearing”, “Timken Trivia”, and “Patent Wall Challenge”. Participants were divided based on number of stations (i.e. 32 participants = 8 teams of 4, 40 participants = 8 teams of 5, etc). Goal of the event was to help new associates become familiar with the layout of the world headquarters building, providing opportunities to meet people outside of your functional group, and to have fun! 1st, 2nd, and 3rd place finishers were awarded gift cards.

Contact Caleb Chovan for more information - caleb.chovan@timken.com