N.C. Cooperative Extension
Mentoring Program: Mentee Training*

Topics

• Mentoring Phases
• Mentee Responsibilities
• Communicating Across Generations
• Next Steps: Setting your mentoring relationship up for success.
Mentoring Phases

[12 month “formal” commitment; following 2 to 3 years informal]

Phase 1: **Set the Stage**: mentor sends mentee a welcome letter
Phase 2: **Identify Needs**: think about what you need over the year
Phase 3: **Set Goals**: utilize Field Faculty Guide; talk every 2-4 weeks
Phase 4: **Create a Plan**: what will you (mentee) accomplish?
Phase 5: **Evaluate Progress**: mentor provides informal evaluation
Phase 6: **Use Feedback**: how do you use this constructive guidance?
Phase 7: **If Needed, Consider New Options**: think outside the box
Phase 8: **Celebrate Successes!**: important to recognize these
Phase 9: **Identify New Goals/Aspirations**: keep momentum going
Phase 10: **Move from Mentee to Colleague**: transition phase
Responsibilities of Mentee

• Biographical sketch: review mentor’s and share yours with them
• Arrange biweekly contacts (face-to-face, online, phone) w/mentor.
• Keep all scheduled appointments with mentor; be on time.
• Establish open and honest communication with mentor.
• Share with mentor what you want from the relationship.
• Read and use the Mentor Reference Guide to set quarterly goals and determine how you will know you have completed them successfully.
• Notify mentor of problems or concerns.
• Build professional relationship with CED, office colleagues, other agents.
• Act on the mentor’s advice when applicable.
• Follow up with resources and references mentor shares.
• Confidentiality – when to keep and when to address concerns.

As a Mentee, avoid…

• Asking your mentor precisely what you should do.
• Relying on the mentor to give or seek answers to all of your questions.
• Complaining about other people or missed opportunities in an unprofessional manner.
• Committing yourself to obligations you cannot keep.
• Cancelling meetings or visits with the mentor at the last minute.

Communicating Across Generations

There are now FOUR generations in the workplace:

- **Veterans** (born before 1946)
- **Baby Boomers** (1946 – 1964)
- **Generation X** (1965 – 1979)
- **Millennials** (1980 – 2000)
- **Generation Z** is the next group....
What to Expect: First Steps

• Mentor assignment
  • Pairings based on subject/programmatic area
  • Location/district [goal is to be near each other]
• Once mentor notified, contacts mentee within a week
  • Welcome letter
  • Complete & share biographical sketch on page 31 of the Guide
  • Mentor will call or e-mail mentee
• Mentor sets up 1st meeting – face to face/ online
  • Determine location, time, duration
  • Determine discussion topics for first meeting (p. 18 in Guide)
Resource: Engagement Ideas

- Have a set meeting time (ex: 12 noon every first Tuesday)
- Ask mentor for a tour of their county office
- Talk with mentor about your/their specialist
- Go over the Field Faculty Guide with mentor
- Discuss “Extension” terminology
- Make a few home/farm/site visits together
- Ask mentor strategies for programming, volunteer management, etc.
- Review procedures: ERS, success stories, recordkeeping…
- Attend meetings/events [i.e., county, professional] together
- See pages 18 – 22 in the Mentoring Desk Reference Guide
Formats and Schedules for Interactions

- Face to face - preferable
- Online – use Google Hangouts, Zoom, Skype
- Phone – good for check-ins
- Email – recommend use of this is done sparingly
- Text – good for immediate questions or quick chat

Conflict Management

- First try to resolve within mentoring relationship
- Chain of command → CED → DED/RPC
- “No Fault” clause (p. 5 in Guide)
Resources: Confidentiality & Evaluation

Confidentiality

- Essential but Limitations (pgs. 10 & 13 in Guide)
- CALS Personnel (Nikki Kurdys)
- Extension TOD (DonnaMaria Vigil-King)

Evaluations

- Informal within first 30 days.
- Formal at 3, 6, and 12-month intervals (pgs. 32-35 in Guide); online.
- CED also asked to submit a final evaluation (p. 36 in the Guide).
Other Resources

• Extension Talent and Organization Development
• Mentoring Desk Reference Guide
• Mentoring Web Page
  
  https://eod.ces.ncsu.edu/extension-mentoring-program/
Welcome to NC Cooperative Extension

Wishing you Great Experiences, Friendships, and Fun!