

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



*Content from: Texas A&M University: Prairie View Cooperative Extension Program. "Mentoring in Extension. September 2012.



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.

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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.

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Communicating Across Generations

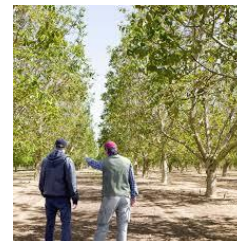
There are now FOUR generations in the workplace:

- **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***



Resource: Communication Methods & Issues

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!**