

Farris Leadership Academy

Mentoring Program

Participants Manual



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Introduction

The Haile College of Business at Northern Kentucky University would like to thank you for your participation in the kickoff of the Farris Leadership Academy Mentoring Program. Whether you are a mentor or mentee, we believe this program will benefit you.

The program aims to equip students with the necessary skills and knowledge to succeed in their chosen fields while providing business leaders with an opportunity to give back to the community and identify future talent. With a focus on building a network, developing skills, enhancing confidence, increasing career readiness, and promoting diversity, the program can help students prepare for the professional world and achieve their goals.

The objectives of the program include:

1. **Building a network:** The mentorship program provides students with the opportunity to connect with business leaders who can offer valuable advice, support, and guidance. Through this network, students can expand their knowledge and skills while building relationships that could potentially benefit them in the future.
2. **Developing skills:** Business leaders can offer students practical insights into their respective fields, providing real-world examples and advice on how to navigate challenges. This can help students build their skills and gain a better understanding of what it takes to succeed in the professional world.
3. **Enhancing confidence:** Through regular meetings and interactions with their mentors, students can build their confidence and gain the necessary self-assurance to tackle challenges and pursue their goals.
4. **Increasing career readiness:** The mentorship program aims to help students prepare for the professional world by providing them with guidance on everything from job searching and interviewing to building a professional network and negotiating a salary.
5. **Encouraging diversity:** By partnering with business leaders from different backgrounds and industries, the program can help promote diversity and inclusivity, providing students with a broad perspective on the business world.

Research has shown that mentorship programs can be highly effective in helping students succeed. According to a study by the National Mentoring Partnership, young adults who were at-risk for falling off track but had a mentor were 55% more likely to enroll in college and 130% more likely to hold leadership positions compared to their peers who did not have a mentor.

Mentoring Definition

Mentoring is a process in which an experienced individual (mentor) offers guidance, advice, and support to a less experienced individual (mentee) to help them achieve their goals. The benefits of mentoring are numerous, and they can be significant for both the mentor and mentee.

Benefits of the Mentorship Program

Mentoring provides a range of benefits to the mentor, including:

1. the opportunity to share knowledge and expertise,
2. give back to the community, and
3. develop their leadership skills.

For the mentee, the benefits of mentoring include:

1. access to professional guidance and advice,
2. exposure to new ideas and perspectives, and
3. increased confidence and motivation.

Studies have shown that mentoring can have a positive impact on both personal and professional growth, with mentees reporting greater job satisfaction and career advancement as a result of their mentorship experience.

Requirements & Expectations

To make a mentorship program successful, both the mentor and the mentee must have clear expectations and a commitment to the process. The mentor should be prepared to invest time and effort in building a relationship with the mentee, listening actively, providing constructive feedback, and setting clear goals and expectations. The mentee should be open to feedback, willing to take initiative, and committed to learning and growth.

Both parties should also be clear on the scope and objectives of the mentorship program, the frequency and duration of meetings, and the expectations for communication and follow-up. Clear communication, respect, and trust are essential for building a successful mentoring relationship.

The following are required actions asked of all participants (mentor & mentee) in the mentoring program:

- (Mentee) Should be a student at the Haile College of Business.
- (Mentor) Should be a member of the business community with at least 5 years work experience.
- (Mentor & Mentee) Should meet face-to-face or virtually a minimum of three times per year. Face-to-face communication is critical to the success of a mentoring relationship.
- (Mentor & Mentee) Sign the below mentorship agreement.
- (Mentor & Mentee) Complete the Mentoring Program evaluation when it is distributed

Mentoring Agreement.

Meetings	
How often will we meet?	
For how long?	
When and where will we meet?	
Who will be responsible for scheduling our meetings?	
How will unplanned changes be handled? Are there any foreseen changes in professional responsibilities and/or workload in the near future? Are there any other changes anticipated?	
Expectations	
What type of assistance does the mentee need from the mentor?	
Are there any topics of urgent interest?	
What is the desired outcome of our partnership?	
What are the benefits for each of us?	
What are the ground rules for our discussions? (e.g. confidentiality, openness, candor, truthfulness, etc.)	
What characteristics does the mentor expect from the mentee?	
What characteristics does the mentee expect from the mentor?	
Are any topics "off limits"?	
If problems arise, how will they be resolved?	
How long do we think the mentoring relationship will last? And, how will we know when the mentoring relationship has served its purpose and "graduation" should occur?	
Any additional areas/issues we have discussed and agreed to:	
Mentor Signature	Date:
Mentee Signature	Date:

Ideas for Mentoring Ground Rules

Here are some ideas for mentoring ground rules that can help to promote a positive and productive mentoring relationship:

1. **Be Respectful:** Respect is a key aspect of any successful relationship. Mentors and mentees should treat each other with respect, even if they disagree on certain issues. This includes listening actively, being open-minded, and avoiding any disrespectful or dismissive behavior.
2. **Communicate Openly and Honestly:** Effective communication is critical to the success of any mentoring relationship. Mentors and mentees should establish clear communication channels and be open and honest with each other. This includes sharing feedback, asking questions, and being receptive to different viewpoints.
3. **Set Clear Goals and Expectations:** Mentors and mentees should establish clear goals and expectations for the mentoring relationship. This includes setting specific targets, deadlines, and timelines, as well as outlining the scope of the relationship.
4. **Maintain Confidentiality:** Mentors and mentees should respect each other's privacy and maintain confidentiality. This includes keeping any sensitive or confidential information shared during the mentoring relationship private, unless permission is given to share it.
5. **Be Accountable:** Mentors and mentees should hold themselves accountable for their actions and commitments. This includes following through on promises, meeting deadlines, and taking responsibility for any mistakes.
6. **Embrace Feedback:** Feedback is a crucial part of the mentoring process. Mentees should be open to receiving feedback from their mentor and take it as an opportunity to learn and grow.

By establishing clear ground rules and expectations, mentors and mentees can help to ensure that their mentoring relationship is productive and positive. These rules can help to promote respect, effective communication, clear goals, confidentiality, accountability, and a commitment to growth and learning.

Basic Hints & Tips for Mentors & Mentees

A successful mentoring relationship requires both the mentor and mentee to be actively engaged and committed to the process. Here are some tips for both parties to ensure a great mentorship experience and to get the most out of the program:

Tips for Mentors

1. **Establish clear goals:** Set specific, measurable goals for the mentoring relationship, and communicate these to the mentee.
2. **Listen actively:** Listen actively to the mentee, and provide constructive feedback that is tailored to their goals and needs.
3. **Provide guidance and support:** Provide guidance and support to the mentee, drawing on your own experience and expertise.
4. **Be flexible:** Be flexible and adaptable, and be willing to adjust your mentoring approach to meet the mentee's changing needs.
5. **Share resources:** Share resources and connections that may be helpful to the mentee, such as professional contacts or training opportunities.

Tips for Mentees

1. **Be open-minded:** Be open-minded and receptive to feedback and guidance from your mentor, and be willing to try new approaches and ideas.
2. **Be proactive:** Take initiative and be proactive in seeking out opportunities for learning and growth.
3. **Set clear expectations:** Set clear expectations for the mentoring relationship, and communicate these to your mentor. This includes setting specific goals and timelines, and outlining the scope of the relationship.
4. **Be respectful:** Show respect and gratitude to your mentor, and be mindful of their time and expertise.
5. **Follow through:** Follow through on commitments and take responsibility for learning and development.

By following these tips, both mentors and mentees can work together to build a successful and productive mentoring relationship. Through this partnership, they can gain valuable insights, build new skills, and achieve their personal and professional goals.

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