

MACAULAY

HONORS COLLEGE

MENTOR TRAINING
Mentor Program 2023-2024

Mission

The mission of the Macaulay Honors College Alumni-Student Career Mentoring Program is to provide the students of Macaulay Honors College with career assistance by matching them with an alumni mentor.

The mentor will provide guidance, career tips, and general career support to their student mentor.

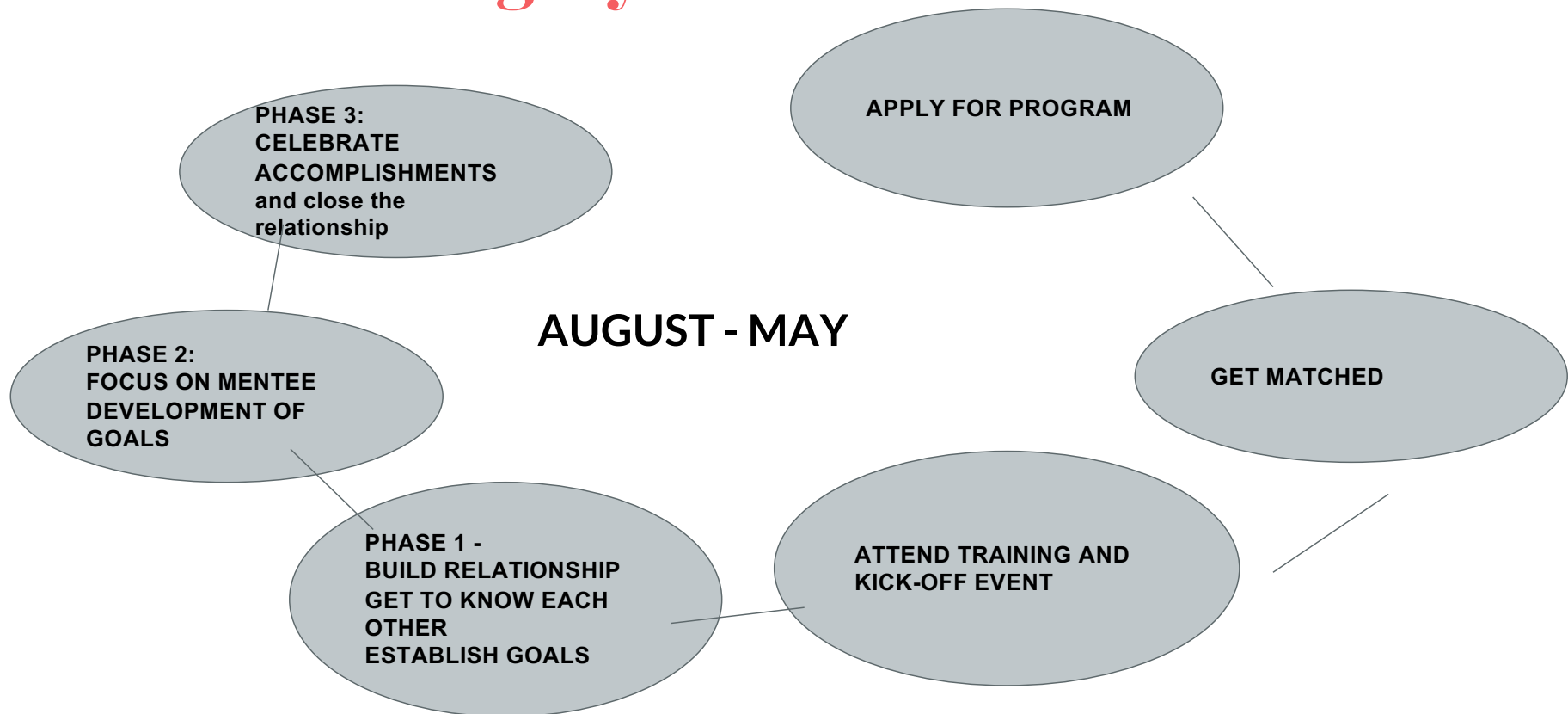
Key Dates

- **ZOOM** Mentor Training
Tuesday, Oct. 10th, 6:30PM
 - **IN-PERSON** Meet & Greet
Monday, Nov. 6th, 6:30-
8:30PM
 - **IN-PERSON:** Reconnect
Wed. Feb 28th,
6:30 -7:30PM
 - Program Celebration
May TBD
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Meetings

- Recommend meeting twice a month
- Meetings are arranged between mentor and mentee
- **How to Arrange Meetings** | Depending on the flexibility of both you and your mentee, the following type(s) of meeting(s) are likely to take place: in-person meeting, video meeting, or phone call
 - As a mentor, please take the lead and help to establish a consensus on the best day(s) and time(s) that you and your mentee will meet with one another (in the case that your mentee has not done so). Often, consistent meetings are result in higher quality mentorships.

Mentoring Cycle



DO's for MENTORS

1. Build trust between you and your Mentee(s)
2. Accent the positive and offer support and suggestions
3. Encourage and allow your Mentee(s) to take the lead in the relationship
4. Help Mentee(s) by answering questions in a timely manner
5. Correct misunderstandings if they happen
6. Keep every commitment to your Mentee(s)
7. Direct communication. For example, there's an emergency, and you can't come to the scheduled meeting
8. Help your Mentee(s) build their network by connecting them with others who might be helpful
9. Be a good listener and identify the Mentee(s) needs carefully so you can respond to those needs
10. Provide advice as specific as possible

DONT'S

1. Share Mentee(s) information with others.
Confidentiality is key to this relationship.
2. Take Mentee(s) to meet people without their consent
3. Pressure your Mentee(s) to make a certain decision or action
4. Take the lead to set up everything
5. Continue the relationship beyond the agreed-upon time period

What Can I do with my Mentee?

- Discuss career options, including positives, challenges, and who might be mostly likely to be successful in a career
 - Share connections with them
 - Invite to a professional or educational conference
 - Graduate or Professional School Advice
 - Volunteer/Community Service
 - Resume Review
 - Interview Prep
 - Shadow at Work
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Macaulay Staff

Career Development

Gianina Chrisman

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For questions from **mentees**, contact Gianina Chrisman

Alumni Relations

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For questions from **mentors**, contact Brianne Donnelly

Mentoring Coach



Importance of Check Ins to Build a Positive/Productive Relationship

- Ask the following in the last few minutes of your meeting to Assess & Address.
- Assess how it's going (what's working well & what can work better).
- LISTEN to the Mentee, then act on their needs for a positive relationship.

Check-Ins

- How helpful was today's meeting?
- What was most helpful?
- What could be helpful in our next meetings?



Questions? Contact Scott Mesh at Scott.Mesh@losninos.com

Mentor/Mentee Agreement

Every mentor and mentee should sign an agreement.

The agreement spells out the expectations of the mentoring relationship in order to have a positive and productive relationship.

Q & A