

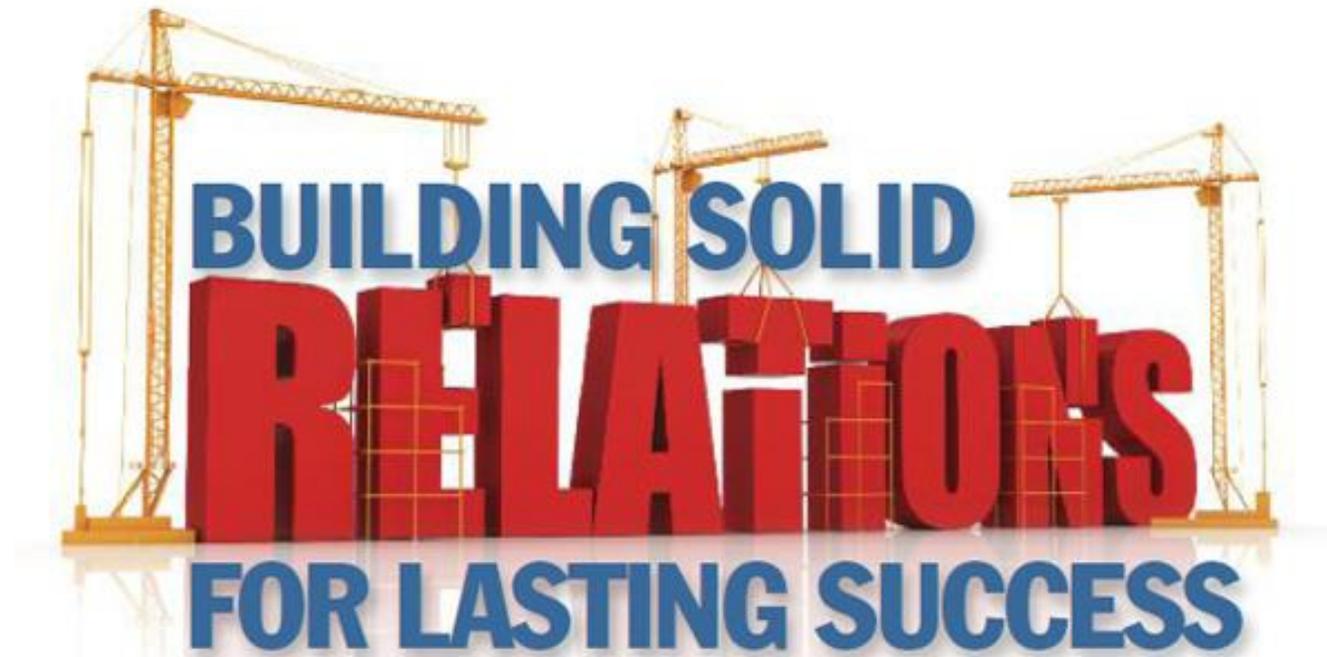


# EXCEL MENTORING PROGRAM

MENTOR TRAINING GUIDE

# VISION

A program that brings the students of UHCL together with HR Professionals to equip students with real life knowledge and skills in order to be excellent in their HR careers.



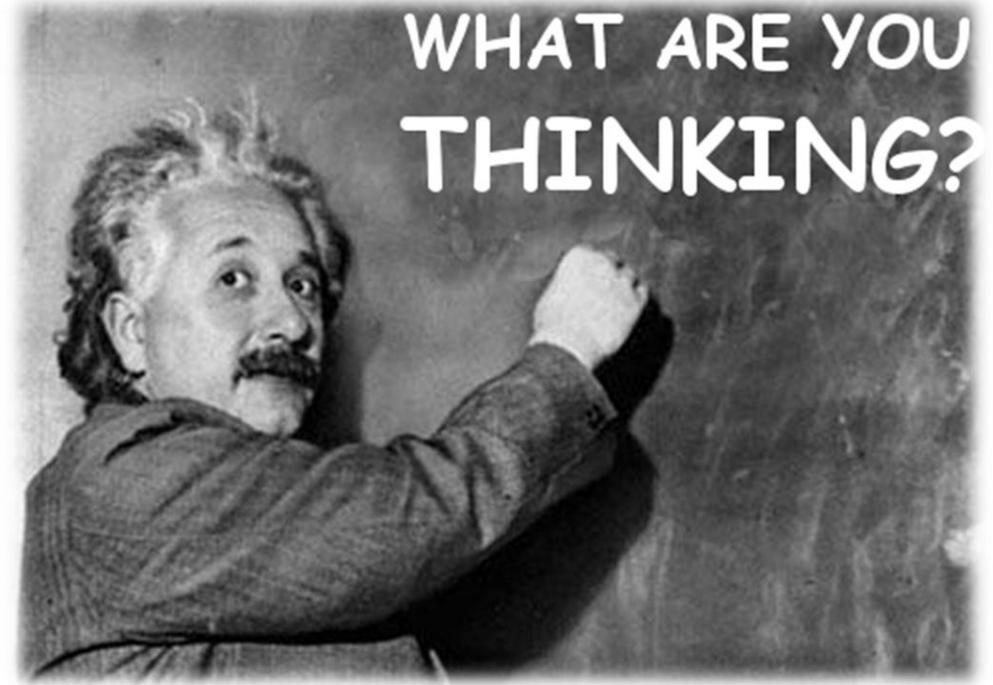
# MISSION

Providing students with real life knowledge and skills to enable them to excel in their future endeavors.

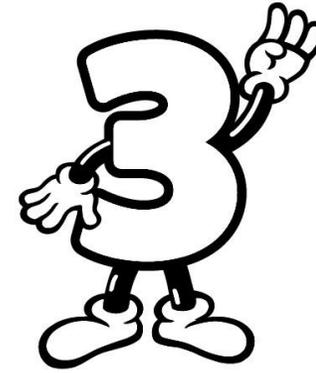


# YOUR PURPOSE AS A MENTOR

- Being a mentor is what you make it with a bit of tools, directions, and information to complete your purpose.
- Your purpose as a mentor will also rely on the need of your mentee.
  - This should be discussed during the first meeting.



# WHAT IS YOUR ROLE?



## 3 main things:

- Commitment
  - This is the foundation of building a positive relationship with your mentee.
- Consistency
  - Only make promises you can keep.
  - Ensure that your words and actions match
  - When inconsistencies occur, apologize and take the time to discuss why.
- Relationship
  - Keep the mentee at the forefront of your mind. Remain engaged in conversations and keep them first.
  - Encourage confidentiality.

# THINGS TO KEEP IN MIND...

- ❖ Approach each mentorship differently.
- ❖ Each mentoring relationship will be different. When first starting out, assess your own style and readiness, and think about what kind of commitment you can and want to make.
- ❖ Although this is a career mentoring experience, take genuine interest in your mentee as a person.
- ❖ Getting to know your mentee on a personal level will help you build a strong relationship.
- ❖ Don't assume anything about your mentee—ask.
- ❖ Great mentors recognize that it's their responsibility to break through common assumptions by asking questions and digging deeper.

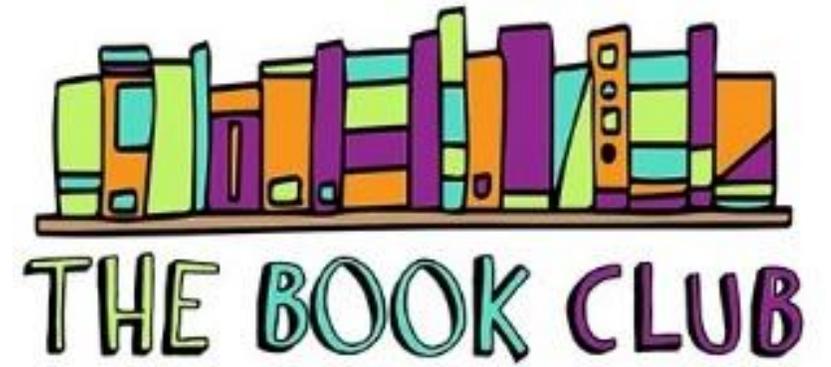
## CONTD...

- ❖ Be available! When you make an appointment with your mentee, do everything to keep that appointment. Respect their time as much as they will respect yours.
- ❖ Observe their progress. If you have already finished the required activities for the month, check up on your mentee to see how they are doing.
- ❖ Don't try to turn your mentee into a "mini you". Find out where she wants to go (by listening to them). Do everything you can to help get them there.
- ❖ Be yourself. As a mentor, you are not expected to be perfect or know all the answers. Do your best to be available, attentive, and as helpful as possible.

# PLANNING AHEAD

- ❑ It is no secret that HR professionals can get busy. To combat getting stressed or overwhelmed, make a calendar of meetings and activities for the remainder of your time with your mentee. Include how long each meeting will last.
- ❑ Before your mentoring time ends, pick the day and time of your last meeting.
- ❑ Planning ahead will not only save you time, it will also give your mentee something to look forward to.
- ❑ Be open to suggestions from your mentee regarding other activities to do together.

# MENTOR ACTIVITIES



- Minimum of 2 activities per month. You are not limited to only two activities.
- If you find different activities from the ones on the list, please share.



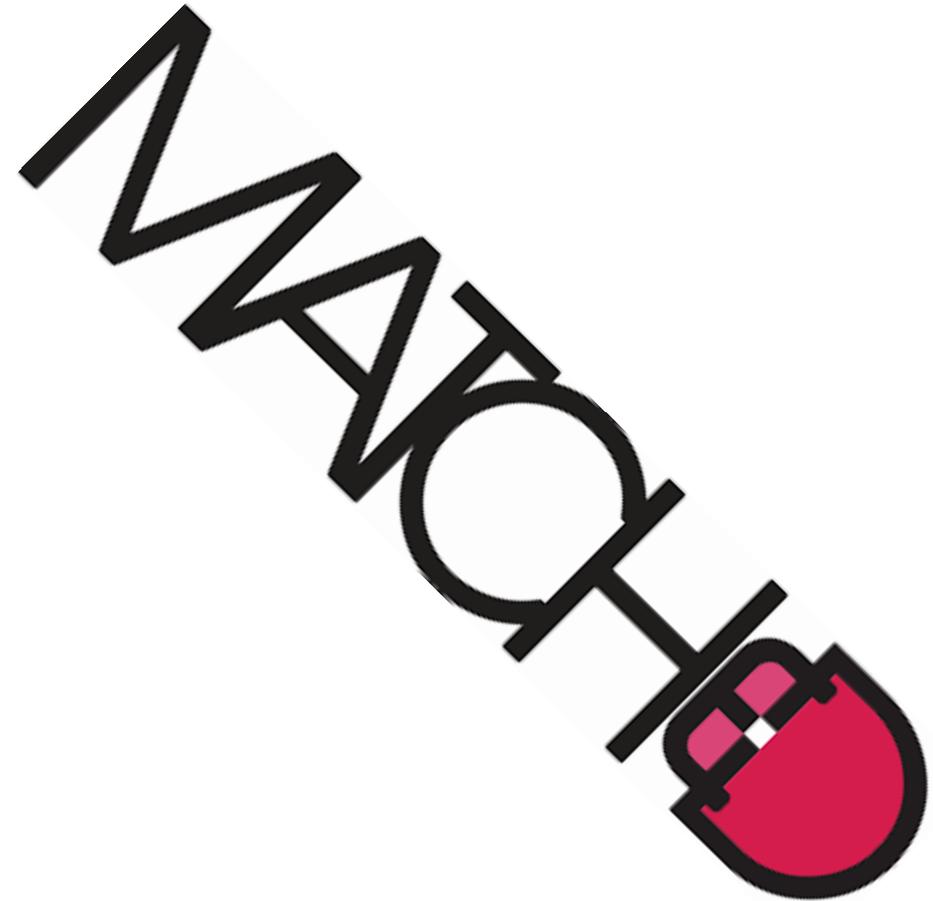
## MATCHING PROCESS



- Mentors and mentees will be matched by the mentor coordinator.
- If you already have someone in mind that you would like to mentor, while we do appreciate your enthusiasm, we ask that you stick to the anonymity of the matching process.
- You will be paired with the student that corresponds best with distance, HR profession, and personality types.

## I BEEN MATCHED! NOW WHAT?!

- ❑ After being matched, you will receive an email with necessary information about your mentee.
- ❑ As the mentor, it is your responsibility to contact your mentee to set up a tentative first meeting date. It is suggested that this occur within the week.
- ❑ Your mentee will also be receiving information about you as their mentor (information such as your name, profession, contact information, and so forth).



# BOUNDARIES



- Boundaries are based on what keeps you comfortable vs. what makes you uncomfortable.
- Text, call, or email?
- Questions to think about:
  - Are you okay with your mentee calling you at any time of the day?
  - Are you okay with receiving emails from your mentee in the wee hours of the night?
  - Are you okay with your mentee adding you on Social Media sites?

# REQUESTING A DIFFERENT MENTOR



- If a mentee is not satisfied (for whatever reason) with their current mentor, they are allowed to request a different mentor.
- They must first be able to discuss with you why they are requesting a different mentor.
- Upon approval from the mentor coordinator, the mentee may or may not be provided with a different mentor.

## CLOSURE

*goodbye* ♥

- If the student is graduating you can choose one of the activities from the list of closure activities to do with your mentee.
- If you can't mentor for the next semester, please see list of closure activities that you can participate in.

# THE END!

- Links to the activity list and manual can be found on the Texas Bay Area SHRM website

- <http://txba.shrm.org/>

- Questions? Comments? Concerns?

- **Please contact mentor coordinator Anela McIntosh at:**

- [Mentoring.uhcl@gmail.com](mailto:Mentoring.uhcl@gmail.com)

- **832-206-4960**