



# MENTORSHIP PROGRAM

*Mentee Handbook 2022*

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Registration Online is required at:

<https://fuerzalatinaservices.org/programss/youth-leadership/>

## Our Mentoring Program

Fuerza Latina's Youth Mentoring Program aims to connect Latino youth with suitable mentors in various fields and/or trades.

With this virtual program, we wish to establish these connections for youth through academic and career-focused support and guidance, from the perspective of those individuals working in the industries youth aspire to work in.

The strategy of the program is to help our youth achieve their potential; continue high school and pursue higher education. Mentors are those individuals who provide our young people with support, guidance, and provide exemplary representation of constructive role models.

### **Step 1.**

Fuerza Latina requires you to register as a Mentee on our website: [www.fuerzalatinaservices.org](http://www.fuerzalatinaservices.org).

There is **no cost** for the program.

### **Step 2.**

Initial assessments for each mentee with our program Coordinator are important to understand the mentee's needs, expectations of the program, career interests and availability. These assessments aid in determining a suitable mentoring partnership.

### **Step 3.**

Our virtual program will be 2-4 sessions in length between the Mentee and Mentor. One hour per session via Zoom. These sessions are one-on-one with a Mentor and/or group sessions with a Mentor.

Mentee/Mentor "Meet And Greet" will be facilitated by the Program Coordinator via Zoom, including ice breakers, opening discussions.

During the remaining sessions of the program, Mentee will interact with their Mentor, be guided, given goals to complete each session through the Mentor/Mentee Action Plan.

- short term and long term goals to contribute to the career vision

The Program Coordinator will be available to all participants during these sessions, but will take a background role, in order to support the growth of the mentor/mentee partnership.

**Step 4.**

At the end of the Mentoring program, you will need to complete a Survey to provide feedback.

- What have you learned from this experience?
- Confidential survey

Congratulations! You completed the program.

Fuerza Latina will provide you with a Certificate of Completion which bolsters your resume and allows you to build your portfolio for prospective employers.

\*\*\* This certificate will be issued to you providing you are punctual and attendance is 100% \*\*\*

If you have any questions regarding the program, please email us at [coordinator@fuerzalatinaservices.org](mailto:coordinator@fuerzalatinaservices.org).

## Program Participant Expectations

Participants will be given an orientation and Health and Safety Training ([please click here](#)) online.

There will be 2-4 Mentee/Mentor sessions to complete the program.

### **Latino Youth; ages 14+**

We have the following expectations as a guide to fostering this mentoring partnership.

Mentees should:

- Be willing to learn and grow
- Have an open mind and behave respectfully towards their mentor
- Cultivate a positive experience by being reliable, engaging and showing initiative

## Mentor/Mentee Action Plan

With your mentor, set goals that are focused, realistic, and tied to your academic, career or skills/trade-related goals:

- Specific
- Measurable
- Achievable
- R: Results-oriented
- T: Time-based

Focus on steps important to your academic or skills/trades-based path. Build on your strengths, as well as your weaknesses. Look for opportunities to learn by doing, as well as observing and listening.

Mentee:		Mentor:		Date:	
Career Vision:					
Short Term	Action Steps	Resources	Timelines	Indicators of Success	

Goal(s)				
Goal(s):	<i>In order to achieve this goal, I will:</i>			
Long Term Goal				

## Appendix A - Mentee Benefits

Mentoring is a special partnership between two people based on a commitment to the mentoring process, common goals and expectations, focus, and mutual trust and respect.

Both the mentor and the mentee **give and grow** in the mentoring process.

You, the mentee, can learn valuable knowledge from the mentor's expertise and past mistakes. You can increase your competencies in specific areas. You can establish valuable connections with more senior and experienced employees.

You, the mentee, will get many benefits from this experience. Here are just a few additional benefits you might consider:

- Having a caring ear to hear your triumphs, as well as your frustrations
- Developing your skill as a “planner” — getting a sharper focus on what's needed to grow professionally
- Developing your skill as a “learner” — finding new ways to acquire and develop new skills
- Developing your skill as a “communicator” — improving your ability to express your expectations, goals and concerns
- Learning what it is like to be in a variety of work environments and in highly-responsible, senior-level, or higher-level positions
- Having an advocate and reference within your network
- Receiving knowledge about the “ins and outs” of the industry
- Receiving honest feedback
- Receive Certificate of Completion which bolsters your resume and allows you to build your portfolio for employment opportunities

As you reflect on being mentored, think about who you would like as a mentor and what you would like to receive from him or her. This is, after all, going to be a partnership.

- Do you want someone who has gone on the same career path you would like to follow?
- Do you want someone who has modelled the competencies you would like to strengthen?
- Do you want someone who has skills you currently don't have but wish to acquire?
- Do you want someone who will be a good sounding board for your goals?

## Appendix B - Mentee Roles and Responsibilities

Your success as a mentee depends on exploring career aspirations, while also defining your strengths and weaknesses; collaborating on your means to “get there”; and evaluating along the way. Learning from the wisdom and past experiences of your mentor will serve you well and produce great benefits in the long run.

Here are a few roles and responsibilities to help you in the process:

- Commit to your development.
- Assume responsibility for acquiring or improving skills and knowledge.
- Discuss your Mentee/Mentor Action Plan with your mentor.
- Be open and honest about your goals, expectations, challenges and concerns.
- Actively listen and question.
- Help build a supportive and trusting environment.
- Seek advice, opinions, and feedback from your mentor.
- Be open to constructive criticism/feedback, and ask for it.
- Come to your meetings prepared with a clear idea of what topics or issues you want to address.
- Give feedback to your mentor on what is working or not working in the mentoring partnership.
- Participate in the scheduled events for the program.

**Mentees must commit to attending all the sessions.** This is very important to achieve your goals.. **We request for 24 hours’ notice in writing, if you are unable to attend a session** in order to notify your mentor(s). Please connect 10-minutes earlier to avoid technical or communication issues. Repeated absences, no-shows, or lateness is not acceptable.