



MENTORSHIP PROGRAM

Mentor Handbook - 2022

Mentor Handbook - 2022: Table of Contents

Our Mentoring Program	2
The Program	3
Program Participant Expectations	4
Mentee/Mentor Action Plan	5
Appendix A - Mentor Benefits	6
Appendix B - Mentor Roles and Responsibilities	7
Appendix C - Mentoring Agreement	8

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 young people of all circumstances achieve their potential. Mentors are those individuals who provide our young people with support, counseling, friendship, and provide exemplary representation of constructive role models.

Our virtual program will be 2-4 weeks in length, one hour per each weekly session via Zoom. These sessions are group sessions with a Mentor and/or one-on-one Mentee/Mentor. Our program coordinator will facilitate the first session and the last session.

Fuerza Latina requires a resume and initial meeting process for each mentor. These application forms may be found on our website, www.fuerzalatinaservices.org. Other important information and agreements related to our program may be found in the Appendixes Section of this handbook.

If you have any questions regarding the program, please email us at coordinator@fuerzalatinaservices.org.

The Program

Mentors within this program link connections for youth through academic and career-focused support, and guidance, set goals and share information pertaining to their profession, work experience, salary range, and credentials required to get where they are in their careers.

Participants are asked to submit their initial applications via our web form, available on our website, www.fuerzalatinaservices.org using the "Register Here" link, found on the Youth Mentoring Program landing page, found under our Programs tab.

Your information will be shared with our Program Coordinator, who will send a sequential assessment to understand the mentor's availability, qualifications and reasoning behind volunteering for the program. These assessments are quite important as they aid in determining a suitable mentoring partnership.

Upon successful review of these assessments, participants are then scheduled for a "Meet And Greet" Interview facilitated by the Program Coordinator, to have the mentor meet their mentee.

As well, as Fuerza Latina's Mentoring Program is hosted continuously throughout the academic school year, there are opportunities for mentors to commit to active participation in the program, for up to a four (4) week period. Please indicate how long you may be able to commit to the program.

After the "Meet and Greet", our program cohort's first session will commence via a virtual meeting room session, via Zoom. The Program Coordinator will facilitate ice breakers, opening discussions and mentee goal establishment, through the Mentor/Mentee Action Plan.

During the remaining three (3) weeks of the program, participants will interact within the virtual learning/sharing environment with their mentee, and be guided by guest lecturers/speakers, and be given weekly exercises to complete together before the end of each session. 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.

The program cohort will end with a final assessment that concludes the program, and allows mentors and mentees to present an overview of accomplished goals and receive feedback on their Mentor/Mentee Action Plan. The session will finish with recognitions to each and every participant, via certificate distribution and program participation acknowledgements.

Program Participant Expectations

Participants (both mentors and mentees) will be given an orientation and health and safety training ([please click here](#)) at the start of the cohort and will be meeting online consecutively for 2-4 sessions to finish the program.

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

In the Appendixes, more information may be found in detail about these expectations, via our Mentor Roles and Responsibilities and Mentoring Agreement documentation.

Mentors should:

- Be good role models by being professional, punctual and acting with integrity.
- Share their knowledge and expertise with their mentee.
- Be individuals that regularly set and meet professional and personal goals.
- Are enthusiastic about sharing their passion with others.
- Hold empathy and provide wisdom to their mentees.

Mentor/Mentee Action Plan

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

- S: Specific
- M: Measurable
- A: 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 Goal(s)	Action Steps	Resources	Timelines	Indicators of Success
Goal(s):	<i>In order to achieve this goal, I will:</i>			
Long Term Goal				

Appendix A - Mentor Benefits

Mentoring is a valuable tool for developing our most important asset, **our youth**. Both the mentor and the mentee **give and grow** in the mentoring process.

You, the mentor, have the opportunity to review your accomplishments and challenges as a reminder of lessons learned in your career.

In sharing your expertise, you are leaving a legacy and guiding another’s career path. This also gives you an opportunity to review and re-energize your personal career goals.

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

- Personal satisfaction in helping someone grow professionally
- Learning from the mentee
- Building new relationships and connections
- Developing your skill as a “teacher”—helping someone clarify his or her career goals
- Developing your skill as a “guide”—helping someone navigate the waters of the organization
- Developing your skill as an “advisor”—helping someone find his or her strengths and

weaknesses

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

- Do you want someone who seems to be following your same career path?
- Do you want someone who has the potential to build the skills in which you have strengths?
- Do you want someone who has different or similar skills compared to you?
- Do you want someone who has an interest in growing skills and knowledge similar to you, but does not possess those competencies now?
- Do you want someone who is motivated by a common or shared passion?

Appendix B - Mentor Roles and Responsibilities

As the mentor, you will act as a guide for the mentees.

Sharing your wisdom and past experiences is what the mentees look for from you.

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

- Support the mentee's development of career/entrepreneurial/education-based goals through strategic questioning, goal setting, and planning.
- Create a supportive and trusting environment.
- Agree to, and schedule, uninterrupted time with your mentee.
- Stay accessible, committed, and engaged during the duration of the program.
- Give feedback to the mentee on his/her goals, situations, plans, and ideas.
- Encourage your mentee by giving them genuine, positive reinforcement.
- Serve as a positive role model.
- Keep discussions on track.
- Participate in the scheduled events for the program.

Appendix C - Mentoring Program Agreement

Mentor's Name: _____

Mentee's Name: _____

Meeting time on Zoom: _____

Preferred meeting day: _____

Frequency of meetings: _____

Length of meeting: _____

The best way to contact the mentor is by phone, _____ or email,

If unforeseen events arise and meeting time/day must be changed, we will give our mentoring partner at least a day's notice if possible.

I understand that as a mentor I am in a position of leadership and influence; consequently I will act as a positive role model for mentees. This includes, but is not limited to: refraining from adding mentees on social media, and not engaging in inappropriate interpersonal behaviour.

I understand that the mentoring program will be 6 (six) weeks in length and will be hosted every week for a full-hour session via Zoom.

In respect to Fuerza Latina's Youth Mentoring Program, we, the undersigned participants, concur to the above agreement as such to create a clear understanding of the partnership between mentor and mentee.

Please sign below. Each partner is to keep a copy, and one is to be turned in to the Program Coordinator.

Mentor's Name: _____

Mentor's Signature: _____

Date: _____ (MM/DD/YYYY)

Mentee's Name: _____

Mentee's Parent/Guardian Name: _____

Parent/Guardian Contact Information: _____

Date: _____ (MM/DD/YYYY)