

Peer2Peer MENTEE HANDBOOK



Is Mentoring Right for You?

Entering a mentoring relationship can seem easy; however it is not a decision to take lightly. Participating in a mentoring relationship that works requires:

- Time, energy and enthusiasm
- Commitment to regular meetings with your mentor
- Discussion and reflection on your goals and your progress
- Taking specific actions to stretch your growth and learning

Are you ready to be mentored?

If you can answer yes to the following questions, you are ready to begin learning more about being a successful mentee.

- I accept full responsibility for my personal goals and would benefit from guidance in creating a goal
- I am prepared to listen, but I understand that I am also expected to contribute to the relationship by sharing my ideas.
- I will accept constructive feedback and take the risk of exploring new ideas and approaches suggested by my mentor.
- I know what I would like to get out of this mentoring relationship.
- I realize that I will be busy this year, but am ready to commit the time needed to communicate effectively with a mentor.
- **I will remember that in order to succeed I must fail so that I will know what not to do next time**

You may find that after some careful consideration that you don't have the time to invest in a mentoring relationship. This is OK- you can leave the program at any time! However, please let the mentoring office know as soon as possible- before your mentor has invested time and energy in you.

The Peer2Peer program will provide you with many rewards:

- Learning from a more-experienced individual
- Special P2P bi-weekly skill building seminars
- Engagement with a vibrant community of Leeds students
- Have an increased cohort community through programs and activities
- Find new ways to anticipate and solve typical first year problems
- Gather information about university-sponsored academic and social issues

Connect with us!

Leeds Mentoring Office – P2P Contact Information

Office: Koelbel, S220C

Email: leedsmentoring@colorado.edu

Phone & TEXT: (303)492-3530

Web: leedsmentoring.colorado.edu

Meet the Team!

Sally Forester, P2P Director

(Sally.Forester@colorado.edu)

Katie Connor, Director Leeds Career Development

(Katie.Connor@colorado.edu)

Kristen Freaney, Program Coordinator for PMP

(Kristen.freaney@colorado.edu)

P2P Student Assistant

(leedsmentoring.colorado.edu)

Connect Online

Find us on Facebook, Twitter and LinkedIn to stay up to date on all P2P happenings!

- Facebook: www.facebook.com/LeedsP2P
- Twitter: @LeedsP2P
- LinkedIn: Leeds Undergraduates

If you have questions or need advice, we are here to support you. Please do not hesitate to stop by, send us an email, or call if you have questions, suggestions, or concerns about the program. **Please also contact us if you are having trouble reaching your mentor.** Since this program exists to help students like you, we value your feedback and will be asking you to complete annual surveys. Please take the time to let us know about your experience, formally/informally, or both! **We do not know that you need help unless you ask for it!**

Program Commitment

Students in the P2P are required to complete a few tasks during their 2 semesters in the program. As a reminder, other expectations of P2P students are as follows:

- Attend Fall and Spring events with all students and mentors
- Complete Mentoring Milestones and check them off in the mentoring network software
- Complete periodic surveys regarding the program
- Maintain the utmost discretion and confidentiality of all personal, professional and contact information given to you about your mentor, or other program participants

Mentoring Milestones

Throughout your participation in this program, there are several “milestones” to guide your relationship with your mentor. These can also be found in the “Mentoring Milestones” section of the Mentoring Network, just in case you forget! Below is a timeline of things to do as a participant in P2P:

YEAR	August - September	October	November	February - April
First year	Attend your Mentee orientation	Complete your monthly 1:1 check-in	Complete your monthly 1:1 check-in	Complete monthly 1:1 check-ins
	Attend bi-weekly meetings	Attend bi-weekly meetings	Attend bi-weekly meetings	Set new goals for spring semester
	Attend monthly P2P social activity	Attend monthly P2P social activity	Attend monthly P2P social activity	Attend monthly meetings
	Create a monthly check in schedule with your mentor	Complete the mid-semester feedback	Ask your mentor for help with registration	Attend monthly socials
	Establish your goals for the semester	Get to know your mentor		Create a new monthly check in schedule with your mentor
				Set summer goals

P2P KEY DATES: 2014-2015

FALL SEMESTER

August 26, 27, 28

September 6, 10-1:30

September 10th, 5-7pm

September 24th, 5-7pm

October 8th, 5-7pm

October 22nd, 5-7pm

November 5th, 5-7pm

November 19th, 5-7pm

REQUIRED Mentee orientations and Welcome BBQ

International Student ONLY Mentee orientation

P2P workshop

P2P workshop

P2P workshop

P2P workshop

P2P workshop

P2P workshop

SPRING SEMESTER

End of January

Spring P2P workshops

Re-Connect with Your Mentor

TBD

The Beginning

When you first meet your mentor, it's a good time to talk about what you need and what you hope to get out of the relationship. Some potential ideas:

- Developing academic skills; how to succeed in college level courses
- Making friends
- Learning how to be more independent; personal banking, decision making
- Learning how to balance school and personal life
- Working towards a goal; study abroad, internship, employment

In that initial meeting it is also a good idea to set parameters for the relationship:

- How often will you meet?
- Who will arrange the meetings?
- What is the best way to communicate with each other? Phone, email, text, facebook, etc.?

A sample mentoring agreement is below for your use in your initial meeting conversation:

Mentoring Agreement

We have agreed to the following goals:

1. *Explore study abroad as an option*
2. *Join one CU or Leeds student organization*
3. *Achieve B+ or better in all fall courses*

We have agreed to the following:

Meeting schedule: *2nd and 4th Friday of each month we will meet in person at Trep from 11am-12pm. We will check in with each other weekly by texting.*

Ground Rules: *We agree to return each other's phone calls, texts, etc within 24 hours. We agree to be honest with each other and to respect each other's privacy.*

MENTORING AGREEMENT

Mentor Contact Information:

Primary Email: _____

Secondary Email: _____

Cell phone: _____

Mentee Contact Information:

Primary Email: _____

Secondary Email: _____

Cell Phone: _____

What type of assistance/help does the mentee want from the mentor?

What expectations does the mentor have of the mentee?

What expectations does the mentee have of the mentor?

How often will you meet?

Where and when will you meet? For how long?

Who will be responsible for scheduling the meetings?

Is it appropriate to have phone/text or email contact outside of in person meetings?

What are the ground rules for your discussions? What is OK and not OK to talk about?

If problems arise, how will they be resolved?

We have agreed that our initial meetings will focus on these three topics:

1.

2.

3.



YOUR FIRST MEETING

Objective: Complete your first meeting in-person. This meeting is all about making a connection with another person and setting your goals for the fall semester. Make sure you set aside the time to really listen and learn about each other in order to establish a solid foundation for the coming year.

Who is Responsible? P2P mentees and P2P mentors share the responsibility for keeping in touch. Mentees and mentors will see each other at the “Mentee Orientation” and should schedule their first meeting at that time. All students receive their mentor’s bio and contact information when they enter the program in the Fall. Please contact us at leedsmentoring@colorado.edu if you are unable to contact your mentor.

When? P2P Mentees and Mentors should plan to have their first initial 1:1 meeting and September and monthly check-ins will follow. You may have a chance to meet each other tonight at the P2P Mentee, which is a good time to set a date for your first in-depth meeting. DO NOT plan to accomplish your initial meeting during the Welcome Orientation, which is a bit hectic and more of a social gathering.

Where? Have your first meeting (or conversation) in a place that is comfortable for both you and your mentor, and where you can have a reasonably quiet, uninterrupted conversation. Maybe meet for lunch or coffee at a nearby restaurant, or meet somewhere on campus. It’s nice to keep the first meeting informal, so you can get to know each other in a relaxed setting where neither person feels “on the spot” or “out of their element.”

What? Before the first meeting, all mentees should have prepared the following to review with their mentors:

- Who am I? Have a brief “personal statement” ready about your background, important influences, accomplishments, and aspirations (career and otherwise).
- I would like my Mentor to help me with... Have two to three Mentoring Goals set for the year. This may range from very general ideas about “help with my internship search” to specific skills and experience (e.g., improving my studying skills, joining a Leeds Club, etc.).

Why Set Goals?

Until now you have probably not spent much time thinking about your goals. Your life has been pretty planned for you; take these classes, complete these assignments, graduate.

Now it's time for you to decide *your personal goals*. What aspect of the business school is for you? What clubs should you join? Will you study abroad? Get an internship?

These types of decisions matter. They will help define your college experience and determine your career path. Your mentor can assist you along the way; offering suggestions or constructive criticism as you go along.

Start small; keep your goals to one year or less, and as you achieve them, make new ones.

S.M.A.R.T. GOAL SETTING WORKSHEET

In order to get the most out of your mentoring experience, you should set clear goals for each year of your involvement in the program. Your mentor can work with you to further develop and refine those goals throughout the year. You should review your Mentoring Goals for the year with your mentor at your first meeting.

Use S.M.A.R.T. criteria to ensure that your goals are meaningful and motivating:

- ***Specific*** – Is your goal well-defined enough to be understood by your mentor?
- ***Measurable*** – How will you know when you have made progress or achieved your goal?
- ***Achievable*** – Do you have the resources to achieve your goal?
- ***Relevant*** – Is it meaningful and valuable to you personally or professionally?
- ***Time-limited*** – Do you have a deadline or phases for achieving/reviewing the goal?

Academic/Professional Development Goals:

1.

2.

Personal Development Goals:

1.

2.

Actions, Resources, Timeframe:

What actions and resources do you need to reach each goal? What is the deadline for completion? What can you do and where could your mentor help out?

Goals	Actions	Resources	Completed By



MENTORING ACTION PLAN WORKSHEET

Specific	Measurable <i>(How will I know I did it?)</i>	Action Steps <i>(How will I actually gain/build/develop these?)</i>	Resources Needed <i>(Besides the help of my mentor, I will need what?)</i>	Target Completion Date <i>(When will I be there?)</i>



Tips for Mentoring Relationships that WORK!!

1. **BE CONSIDERATE.** When your mentor calls you, emails you or visits your dorm, listen to what s/he has to say. Return calls and emails within 24 hours or inform him/her of better times to get in touch with you.
2. **PICK YOUR MENTOR'S BRAIN.** When you have questions, don't be afraid to ask you mentor. Not only will you get the information you need, but it will help you to begin establishing trust and communication. Remember, your mentor WANTS you to ask them questions!!
3. **GIVE YOUR MENTOR SOME FEEDBACK.** If there is something your mentor could be doing to help you even more, or if you appreciate something s/he is doing, be sure to tell him. Doing this can only make your mentor better, and in turn, you will reap the benefits. Speak up when you need something.
4. **IF YOU NEED TO SWITCH MENTORS; JUST ASK.** If by chance, you and your mentor "don't click," just let Sally Forester (the Director of the Peer2Peer Program) know so that she can assign you a different mentor. Your mentor won't take it personally.
5. **GIVE YOUR MENTOR "SOME SLACK."** Our mentors are only human, they too can run into some rough spots, but don't write your mentor off if s/he makes mistakes.
6. **DON'T JUST SIT BACK AND WAIT FOR YOUR MENTOR TO CONTACT YOU.** Email your mentor; ask them to meet you for coffee or lunch. Have a list of questions ready. Take control of the relationship. If you need help, ask early and ask often.
7. **MAKE SURE YOUR MENTOR KNOWS HOW TO REACH YOU.** If you change your cell phone number, or prefer a particular email address, make sure to let your mentor know how to find you.
8. **COME TO P2P EVENTS.** All mentees are welcome to participate in any of the social events or workshops that we offer. Come to as many as you can and ask your mentor to come with you!