

ALUMNI MENTORS



Carleton
UNIVERSITY



PRESENTED BY

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ABOUT

The Alumni Mentors program pairs motivated upper-year students and recent graduates with an alumni mentor.

Mentors are established professionals who help students and recent graduates develop skills for the workplace and expand their professional networks.



ABOUT

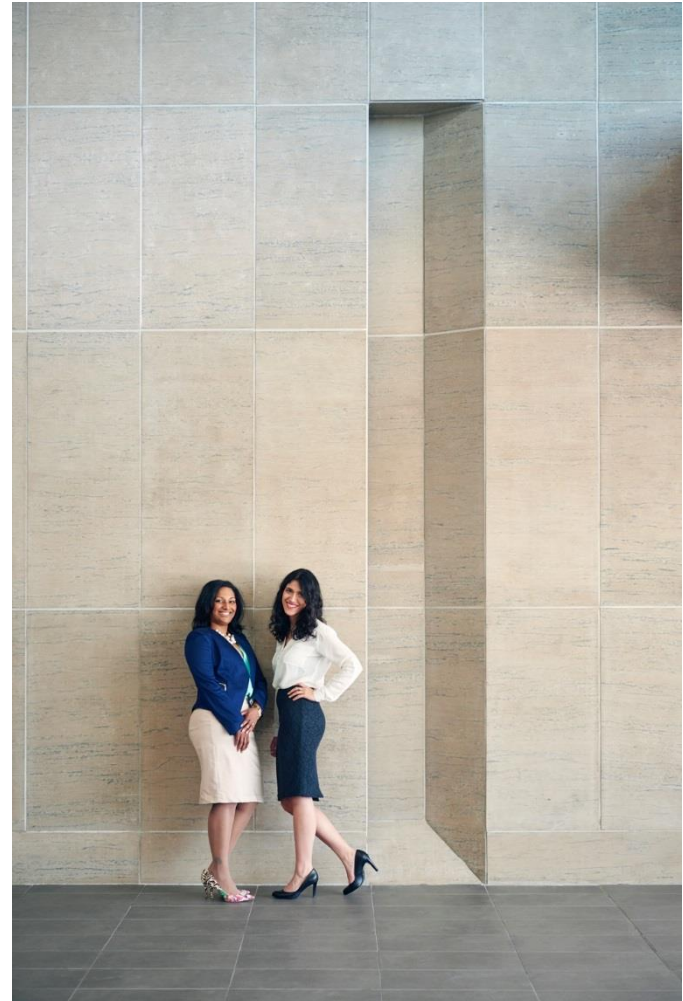


Good mentoring depends on effective learning...the best learning occurs when there is a mix of acquiring knowledge, applying it through practice, and critically reflecting on the process.

- Lois Zachary, *The Mentee's Guide*

FOUR PHASES

- Preparing
(Getting ready)
- Negotiating
(Establishing agreements)
- Enabling
(Doing the work)
- Coming to Closure
(Integrating the learning and moving forward)*



MENTEE SKILLS



1. Giving and receiving feedback
2. Self-directed learning
3. Building relationships
4. Communication
5. Goal-setting
6. Effective listening

PREPARING

MENTEE SKILLS

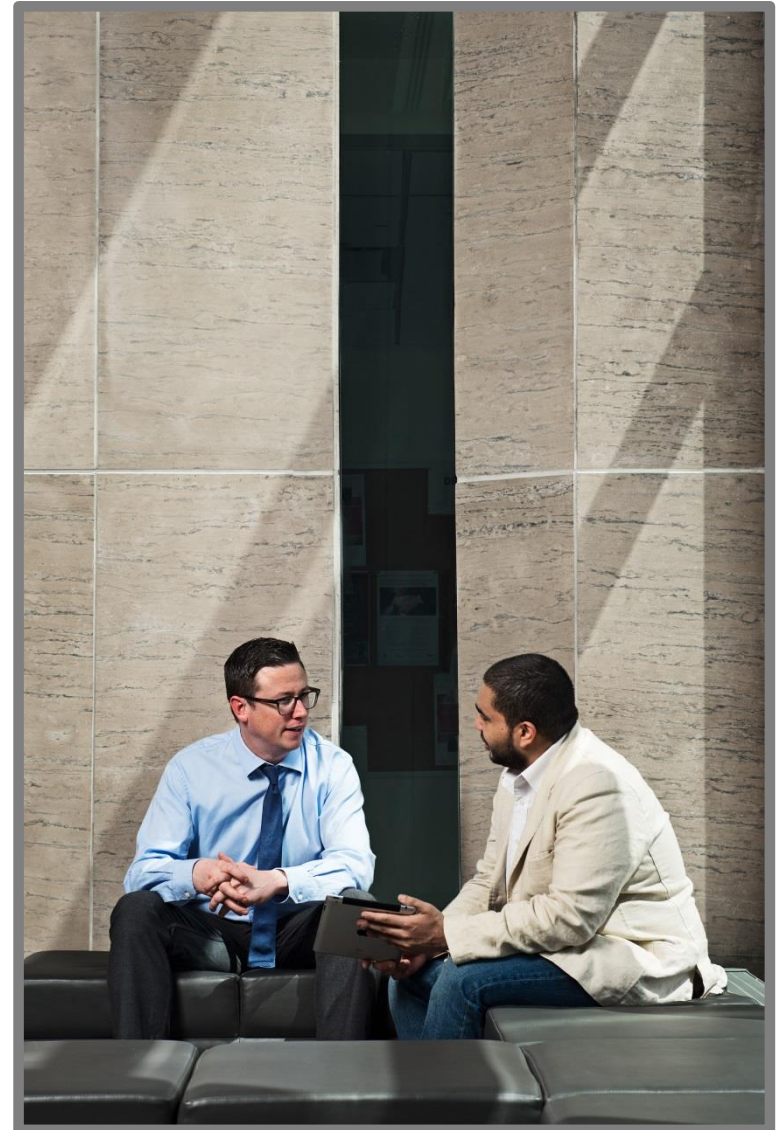
7. Follow-through

8. Reflection

9. Initiative

10. Valuing differences

Self-awareness about your skills will be key in preparing for and succeeding in your partnership.



MENTEE SKILLS

SHOW YOUR MENTOR THAT YOU ARE:

- GENUINELY ENTHUSIASTIC
- CONSCIENTIOUS
- SHOW INTEREST IN YOUR FUTURE
- OPEN TO FEEDBACK
- COMMITTED TO YOUR OWN GROWTH AND DEVELOPMENT, CURIOUS, AND READY TO LEARN

FIRST MEETING

What to talk about:

- Take time to get to know each other
- Talk about mentorship
- Share your learning and development goals
- Determine relationship needs and expectations
- Candidly share your personal assumptions and your limitations
- Discuss your personal styles

ESTABLISHING AGREEMENTS

Use the tools provided on the Resources page of the website

<https://alumnimentors.carleton.ca/>



- Establish agreements
- Set SMART goals
- Create a mentoring work plan
- Set ground rules
- Talk about confidentiality, boundaries and stumbling blocks

NEGOTIATING

GROUND RULES

Some of the more common mentoring ground rules include the following:

1. We will meet a minimum of once a month for an hour.
2. Our meetings begin and end on time.
3. I will be in charge of scheduling the meetings.
4. We will always have a meeting date on the calendar.
5. We will set an agenda for every meeting.
6. We will put interruptions aside.
7. We will manage our time well.
8. Each of us actively participates in the relationship.
9. Our communication is open, candid, and direct.
10. We will have a closure meeting no matter what direction our mentoring relationship takes.

BOUNDARIES

Examples of boundary-crossing:

- Suspected breach of ethics or honesty
- Inappropriate conversation
- Language or familiarity
- Infringement of mentor's time

Strategies to consider:

1. Let them know
2. Refer to the mentorship agreement
3. Describe the behaviour
4. Request that the behaviour stop
5. Thank them for their understanding/alert the Program Coordinator and bring the relationship to closure

DOING THE WORK

Some strategies for spending time well:



1. Make mentoring prime time
2. Come to meetings prepared
3. Stop if you are wasting time

ENABLING

DOING THE WORK

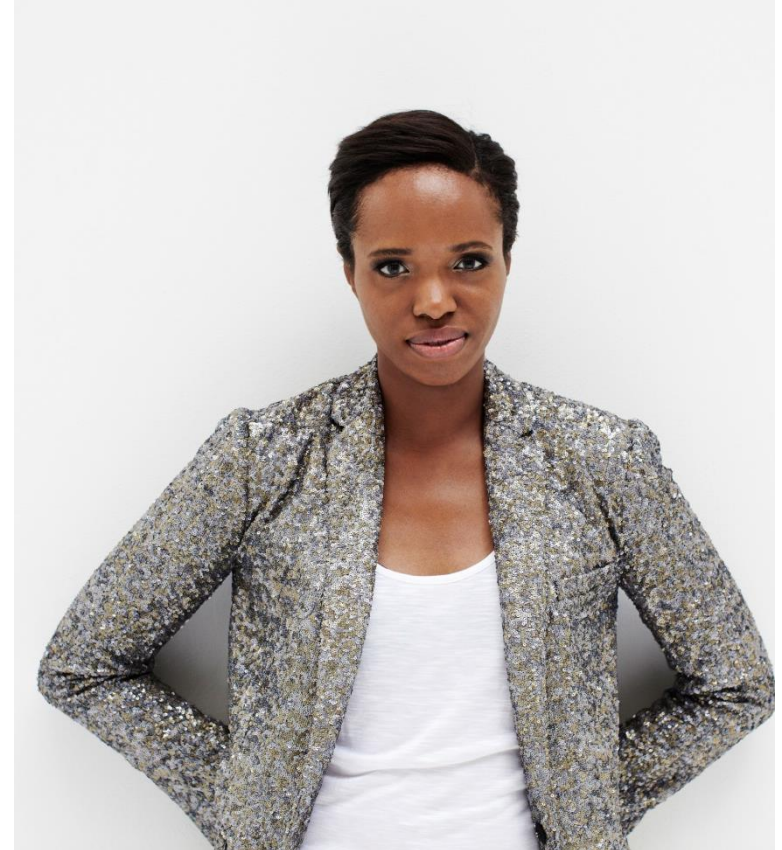
Keep the focus on learning

1. Search for and make the most of learning opportunities
2. Help your mentor provide the right kind of challenge, vision, and support
3. Along with your mentor, monitor your progress toward achieving your SMART goals

DOING THE WORK

Mentors can **challenge** you by:

- Challenging you to stretch
- **Getting you to take risks**
- Encouraging you to do things you haven't done before
- **Explore new ways of working**



SMART COMMUNICATION

- Shared Meaning
- Authenticity
- Respect
- Trust

FEEDBACK

Seek Feedback

- Make it a habit to ask for feedback regularly – be specific in your request

Receive Feedback

- Listen and HEAR the message
- Even if you disagree, look for the kernel of truth
- Be curious about the impact of your behaviour
- Avoid becoming defensive and don't take it personally

FEEDBACK

Accept Feedback

- Learn from the information
- Allow it to expand your thinking
- If you are surprised, say so

Act on Feedback

- Use it to advance your development

Give Feedback

- Must be relevant, practical, timely and specific
- Remain mindful of how it is framed

WHAT IS NETWORKING?



GOAL OF NETWORKING

- Gather and exchange information
- Expand and make an impression on contacts
- Develop rapport and build relationships

**IF YOU WERE TO BUY A CAR,
WOULD YOU WANT TO TEST-DRIVE
IT FIRST?**



EXPAND AND TARGET NETWORK

Talk to people, attend events & enjoy!

For example:

- MySuccess - Workshop/event calendar
- Meetup.com
- LinkedIn groups
- CUSA Hub
- With your Alumni Mentor
- Anywhere!

BENEFITS OF NETWORKING

1. Hand-delivering resumes
2. Uncovering job leads or openings
3. Name-dropping in a cover letter
4. Editing resumes and cover letters
5. Identifying hiring managers to send applications to

BENEFITS OF NETWORKING

6. Acting as a reference or vouching for your character
7. Helping you understand a job or organization and how you might fit in
8. Obtaining industry-specific advice and strategies
9. Gaining emotional support
10. Finding new contacts...

GATHER INFORMATION: GUIDING QUESTIONS

1. About them/their career path

- How did you make the transition from school to working?
- What have been the biggest challenge/s and reward/s in your career so far?

2. About their current job/organization

- What does a typical day/week look like in your current position?
- How does your company train or onboard recent graduates?

3. About their field/industry

- What major changes have you seen/do you see happening within your industry in the next _____ years?
- What kind of background knowledge or skills are most sought after in this field?

4. Advice specific to your situation

- Having done x, y and z so far, what steps would you suggest for me to start building _____ type of career path?
- I am concerned about _____, can you offer any tips for working through this dilemma?

5. About following up and other possible connections

- Thank them!
- Is there anyone else you would recommend I speak with?
- Would you feel comfortable if I mentioned you referred me to them?
- Keep them updated on your progress

RELATIONSHIP BUILDING

...is a two way street

What do I have to offer in return?

- Always thank your contacts
- Give them updates on your progress
- Pass along info about events
- Recommend job candidates
- Volunteer at special events
- Respond to personal interests or needs
- Listen attentively




MAKE AN IMPRESSION

- **Be prepared**
 - Write down questions you want to address before a meeting
 - Pay attention to your overall presentation
 - Know your skills and what you have to offer
- Practice and use effective communication skills, especially *listening*



COMMUNICATION SKILLS



Studies show that during interpersonal communication 7% of the message is verbally transmitted



93% is non-verbally transmitted



38% is through tone of voice



55% is through facial expressions





When our non-verbals match our verbal communication



Trust
Clarity
Rapport
Genuineness



When there is a discrepancy between our verbal and non-verbal communication



Mistrust
Confusion
Tension
Discomfort

MAKE AN IMPRESSION

- **Follow-up and follow through**
 - Show-up for meetings on-time and deliver on promises
 - Always say and send a thank-you
- **Verify your online presence**
- **Integrity:** be yourself and be honest



401 Tory Building

VISIT US: 8:30-4:30 | MONDAY TO FRIDAY

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401 Tory Building

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