



PAA MENTOR
PROGRAM
Guide For
Mentors



Welcome to the PAA Mentor Program

- Congratulations! You have made an exciting commitment through the Pancretan Association of America to becoming a professional mentor in someone's life.

A Mentor's Role

- When done well, a mentor can shape someone's life path. Mentors are experienced professionals that provide advice, support and encouragement to a less experienced person related to career planning. A mentor is a resource, role model, and critical friend. A mentor is able to guide the mentoring journey and facilitate a positive mutually rewarding experience for both the mentor and mentee.

Potential Benefits to being a mentor

- Increased motivation and sense of achievement
- Refined interpersonal skills
- Revitalized interest in work
- Enhanced status
- Extended influence
- Close relationship with mentee
- Satisfaction of seeing someone else grow
- Improved understanding of different generations
- Fulfillment of own developmental needs

Potential benefits you can offer a mentee:

- Being a positive role model
- Being a source of guidance and perspective
- Being a safe space to try out ideas
- Offering a sense of personal reflective space
- Offering challenge
- Offering increased self esteem, motivation, & achievement
- Supporting personal growth and development

Effective Mentors

- Recognize that mentors and mentees are equal and become united through a partnership.
- Take the time to know their mentee and their needs and goals for working with a mentor.
- Understand that each mentee is different.
- Actively share their knowledge and experiences to help foster growth.

Effective Mentors

- Provide students with opportunities to make choices.
- Allow and encourage independent thought.
- Foster a relationship of trust and respect.

Who you will mentor

- You will be connected with a PAA member who has expressed an interest in being mentored. Your commitment to the program is 1 year, however your time with each mentee you are assigned to will be a minimum of 3 months. This means you may mentor up to 4 people in a year.

How to begin

- Complete the application to participate in the program.
- You will be sent via e mail the Mentee Guide Powerpoint, Mentor Disclaimer & Mutual Agreement forms.
- Sign the Mentor Disclaimer. Scan and send to mentorprogram@pancretan.org
- Mentors and Mentees will now be cleared to participate & will be assigned to each other by the program coordinator.

Now you are ready to begin!

- Mentors should contact their mentees within one week of assignment.
- Mentor's contact their mentees via email or telephone to introduce themselves and begin the mentoring process.
- During the first interaction, mentors should interview the mentee using the Mentee Introduction Questionnaire.
- Mentors should be prepared to then share with mentees how based on their needs/interests, they may be able to support them.
- Mentors should then let mentees know they will begin to compile information to support them and establish a date for a follow up phone call or email.
- Mentors should review the Mutual Agreement with their mentee.

Mentee Introduction Questionnaire

- What do you want from this mentorship experience?
- What professional goals both short term and long term do you have?
- What are your strengths?
- What are your major needs?
- How will we communicate?
- How will we know when we have finished our work together?
- What is important to know about your personal life?

After the Introduction call...

- Individually sign, scan and email the Mutual Agreement to mentorprogram@pancretan.org after the first contact.
- Through your collection of information from your Mentee, decide what would be the most effective information to share and in what order.
- Begin the mentoring!

Each time you make contact:

- Through email or conversation, follow up with your mentee to see if the information & support you have offered has been helpful.
- Check in with your Mentee on a regular basis.
- Use the Mentor Report questions to help guide your check-in with your Mentee.
- Your mentee is required to submit the Mentee Report to the Mentor Committee by the 10th of each month.

Helpful Ideas

- Create a project map. Project maps are visual detailed timelines for laying out responsibilities or a plan for sharing and or collaborating around information or experiences.
- Establish a place to share information. Google Doc's or Evernote are 2 examples of places that information can be stored between a mentor and mentee.

Possibilities of resources to share with your mentee...

- Information on professional organizations related to the interest of the mentee
- On line resources related to the profession, goal setting, colleges or institutions that support the planned outcomes for the mentee.
- Resources on professionalism
- Resources on technology tools related to the profession & mentee goals

Pitfalls to Avoid

Problem	Possible Solution
Our discussions are very shallow.	Check and ensure that the goals and objectives of the relationship are clear and fully understood. Ensure that there is a sufficient level of challenge and reflection during the meetings.
We seem to have run out of steam.	Review the goals of the relationship and decide if there is a need to continue.
Meetings keep getting postponed.	Discuss and agree to better ways of managing time. Check how committed both parties are to the relationship.
We don't have much rapport.	Recognize and tackle the problem by trying to build better rapport. Agree mutually to withdraw from the relationship if rapport cannot be established

Effective Closure of the Mentorship process

- Once you have supported your mentee for approximately 3 months, you will be encouraged to reassess the relationship to ensure its continuing relevance. There is no requirement to continue the relationship beyond this time unless you and your mentee wish to do so informally.
- You will then need to complete the end of program evaluation to be submitted to the program coordinator. This will be e-mailed to you.