

# MENTORING!



## A Primer on Roles, Relationships and Stages!

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# Halifax Community College Mentoring Program: Men of Distinction

## Mentoring Programs

- The Mentoring Program should be linked to the campuswide effort to establish and maintain a retention conscious campus.
- Without a campuswide focus, participation, and commitment, the Mentoring Program, like all other programs, will have very limited success on a campus.



# Halifax Community College Mentoring Program: Men of Distinction

## Mentoring Program: Definitions

- This term can be defined as a one-to-one relationship between a pair of unrelated individuals.
- They are usually of a different age.
- The relationship takes place on a regular basis over an extended period of time.



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## Mentoring – Outcome!

- There is usually a “special bond of mutual commitment and an emotional character of respect, loyalty and Identification” (Hamilton, 1990)



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## Planning and Program Evaluations

- Needs assessment
  - Are there existing mentoring programs?
  - What need will the program address?
  - Is there support for a mentoring program?
  - Are there organizations to support recruitment of mentors?



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## Planning and Program Evaluation

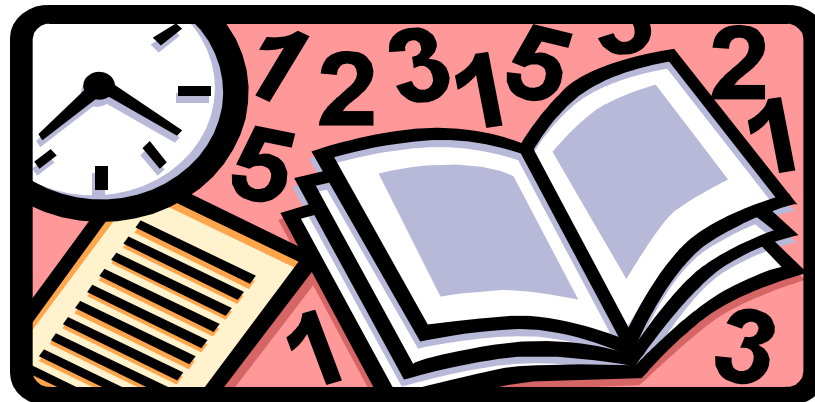
- What is the vision for your mentoring program?
- What strategies will you use mentoring to fulfill within your partnership or collaboration?
- What type of mentoring relationship will be best for your program?



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## Planning and Program Evaluation

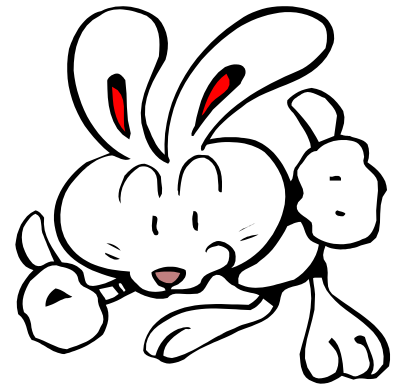
- What are the goals and objectives of your mentoring program?
- What are the action steps and deadlines for completion?



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## Recruitment Process

- Who is the target group for mentee's?
- Who is the target group for mentors?
- Are there groups that will support recruiting mentee's?
- Are there target groups that will support recruiting mentors?
- Are there clear roles and responsibilities for mentors and mentee's?



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## Screening Process

- What are the criteria for selecting mentee's?
- What are the criteria for selecting mentors?
- What are the safety concerns (if any) for mentors and mentee's; and how will you screen to reduce the chances of harm to mentors and mentee's?

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## Screening Process

- Will background checks be necessary?
- Will you require interviews, home visits, psychological testing, reference checks or other forms of screening?



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## Orientation and Training Process

- How will you orient mentee's to the program?
- How will you orient mentors to the program?
- What kind of initial training will you provide for mentors?



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## Orientation and Training Process

- What kind of training will you provide for mentee's?
- What kind of on-going training will you provide to mentors/mentee's?
- What kind of training will you provide to the families of mentee's and mentors?



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## The Matching Process

- Will the program match Mentees and mentors or allow one or both to choose?
- If matches are by choice, how will the process work?
- If the program matches, what criteria will you use for matching the mentor and the mentee?



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## Matching Process

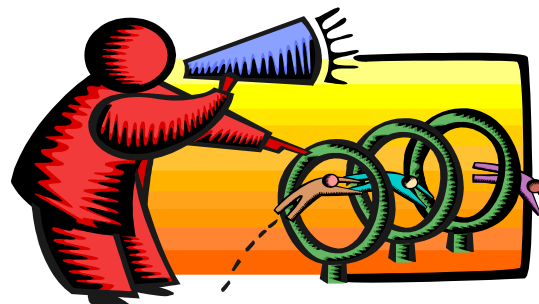
- How will you support the mentor and mentee through the initiation process?
- What happens if a match does not seem to work?



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## Supervision

- Who will supervise matches?
- How will they supervise the matches (meetings, reports, calls, email, etc.)?
- How frequently will matches be supervised?
- How will supervision be documented?
- Will mentors receive individual evaluations?



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## Recognition of Mentors/Mentees

- How will the mentees be recognized for their efforts?
- How will mentors be recognized for their efforts?
- How will staff and volunteers be recognized for their efforts?



## Halifax Community College Mentoring Program: Men of Distinction

### Recognition of Mentors/Mentees

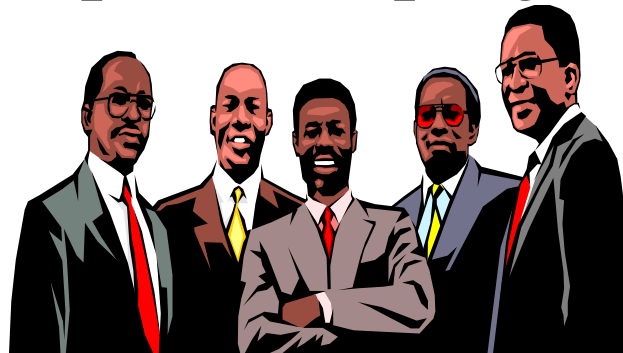
- How will donors be recognized for their contributions?
- How will the community be recognized for their support?



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## The Closure Process

- What process will be in place to help with transitions in mentoring relationships?
- Will the mentees be able to become mentors after they complete the program?



# Halifax Community College Mentoring Program: Men of Distinction

## The Closure Process

- How long will mentoring relationships last?
- How will mentors and mentees be prepared for the termination of the mentoring period if the relationships are time limited?
- How will the program handle early terminations?



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- The mentor is a caring adult.
- A mentor is a friend who listens and understands.



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### What is a Mentor Like?

- A Mentor is *caring*
- A Mentor is *friendly*
- A Mentor is *sincere*
- A Mentor is *responsible*
- A Mentor is *a positive role model*



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## What Does A Mentor Do?

- A Mentor *listens*
- A Mentor *motivates*
- A Mentor *helps to set goals*
- A Mentor *sets good examples*
- A Mentor *helps find solutions to problems*
- A Mentor *is there when needed*



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### What is the Role of the Mentee!

- The Student is *cooperative*
- The Student is *respectful*
- The Student *behaves*
- The Student is *dressed neatly and cleanly*
- The Student is *in school when the mentor visits*



# Halifax Community College Mentoring Program: Men of Distinction

## Governance

- Adequate management, policies, procedures, and establishment of clear standards of behavior for the mentors and mentees.
- The frequency of interaction increases the chances of success. Mentors should plan interactions at least 3 times per month including telephone sessions.



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## CODE OF ETHICS/CONSTITUTION

**Preamble:** We the Men of Distinction in order to become a more productive, positive, well-rounded and distinguished man of academia, social grace and excellence do set forth the standards and measurement of manhood and the precedence which hitherto has been unseen. We commit to and embody the ideas of excellence, uplift, achievement and being men about business.

- He should uphold the integrity and independence of the organization.
- He should avoid impropriety and the appearance of impropriety in all activities.
- He should perform all duties diligently.
- They may engage in extracurricular activities to improve themselves as well as others.





# Halifax Community College Mentoring Program: Men of Distinction

## Code of Ethics/Constitution

### Expectations for Mentors and Mentees

- 1.He should be expected to participate in activities that contribute to the public good through improvement of himself and others.
- 2.He should always act in the best interest of the organization and avoid even the appearance of a conflict of interest.
- 3.Each member and officer should:
  - 1.Represent the organization with dignity and in a respectful manner.
  - 2.Strive for continuous improvement and maximize efficiency in his/her job.
  - 3.Work with others to achieve the common goal of quality service.



# Halifax Community College Mentoring Program: Men of Distinction

## CODE OF ETHICS/CONSTITUTION

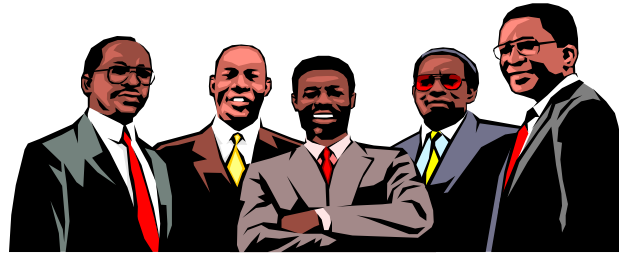
1. Members should be responsible citizens of our local, state and national communities. The members support civic projects and community programs that contribute to the improvement of our society and encourage employee participation in these projects and programs.
2. The contract will include a dress code. MOD members will make themselves marketable. Members will not wear hats in buildings or dress in baggy clothes. On Thursdays they will wear shirt and tie. They will represent MOD, Halifax Community College (HCC), and themselves in a distinguished way in a college and in the community.
3. MOD members will go into the public schools to contribute to the community. They will not cheat in school. They will not harass women or be womanizers in the sense of pursuing them in a meaningless way. They will be spiritual, upstanding men in society.

### **Changes to the Code of Ethics**

A Committee & the board of directors may approve any updates or changes to the provisions of this Code and will report any such changes or updates to the Board of Directors. Additionally, any updates or changes to the provisions of this Code must be publicly disclosed in a prompt manner.

# Halifax Community College Mentoring Program: Men of Distinction

## Building the Relationship!



- The relationship is built upon the approach that the mentor is a friend and not a teacher or preacher.
- Mentors provide positive support for the mentees positive endeavors. Mentoring not **TORMENTORING!**
- Mentors and mentees are expected to keep their time commitment and should never pose a safety risk to the youth.

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## Building the Relationship!

- Parents and mentors should work together to be seen as allies and never competitors.
- Research has presented clear and encouraging evidence that **a caring relationship between adults and youth, resulting in a wide range of tangible benefits, can be created and supported by mentoring programs like HCC's.**



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## Mentoring Roles

- Coach
- Provide feedback
- Making introductions/contacts/networking
- Tutor
- Translator/interpreter
- Advocate
- Listener
- Mediator
- Objective/Critic
- Your ideas on mentoring roles



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## Mentoring Relationships

### Individual to Individual

1. What people often think of as mentoring!
2. The HCC Program/Big Brother and Big Sister Program.
3. Senior Management to Management Trainee
4. Individual attention of mentor towards mentee
5. Carries the greater risk of failure



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## Mentoring Relationships

### Co-Mentoring

- Equal or peer relationship between two individuals
- Going through the same or similar experience who agree to support each other
- Relationship where each co-mentor has a different need and experience base
- Former mentor/mentees as they redefine or equalize their relationship
- Risk of failure is minimized



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## Mentoring Relationships



## Group Mentoring

- A group of mentors work with a group of mentees.
- A group of mentors work with one mentee.
- One mentor works with a group of mentees.
- Probably one of the safest type of mentoring relationship and least personal.

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## Stages of the Mentoring Relationship

### The match and/or Initiation Phase

- Initiation without match
- Initiation with match
- The match



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## Stage Two- Building the relationship

- Building trust
- Overcoming barriers
- Communicating/listening/hearing
- Establishing a rapport
- Testing/consistency/inconsistency
- Middle ground/setting priorities



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## Stage Three – “Living the Relationship”

- Guidance
- Mutuality
- Safety and supervision
- Finances
- The mentee’s and mentor’s family
- No **TORMENTORING!**



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## Stage four – Termination or Transition

- Early termination
- Planned termination
- Transitions



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## Mentoring Program Planning Steps

- Risk-Benefit analysis
- Needs assessment
- Planning and Program evaluation
- Resource development
- Recruitment
- Screening



# Halifax Community College Mentoring Program: Men of Distinction

## Mentor Program Planning Steps

- Orientation and training
- Matching process
- Supervision
- Closure process
- Recognition



# Mentoring: A Primer on Roles, Relationships and Stages

## HCC – Men of Distinction

