



ALUMNI MENTORING PROGRAM (AMP) GUIDEBOOK

“AMP! Up Your Future”

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INTRODUCTION

**You may be disappointed if you fail.
But you are doomed if you don't try.**

-Beverly Sills

HOW DOES THE PROGRAM WORK

“Alumni Mentoring Program” (AMP) is a mentoring program offered to students of UWSP by a group of alumni worldwide with significant real world experiences. The students benefit from this support and guidance as they prepare for their careers and professional lives.

Program Objectives:

- Share knowledge, career experiences and organizational knowledge
- Provide the mentee a valuable source of personal and career perspective and guidance that enhances what they receive from traditional sources (parents, academic advisors, teachers, coaches, career services organizations, etc.)
- Be an important link for the mentee between the undergraduate experience and the numerous post-graduate issues and challenges they will face
- Experience the personal gratification that comes from making a difference in the mentee's life

Program Details:

- A 12-15 month program, carried out via email, Skype, in person, or telephone
- Mentor time commitment is approximately 2 hours per month
- Mentee time commitment is approximately 3 hours per month
- Structured program guided by the mentee and reinforced by the mentor as needed
- Begins and ends with a face-to-face meeting (via Skype if needed)

MENTOR

**You gain strength, courage, and confidence by every experience in which you really stop to look
fear in the face. You must do the thing which you think you cannot do.**

-Eleanor Roosevelt

THE MENTOR

The best mentoring relationships are those that develop naturally, and acquire their own energy. Much of the value of the relationship for both mentor and mentee cannot be easily articulated in terms of "deliverables." However, in broad terms, a good mentor will be responsible for providing support and counsel regarding both professional and personal issues. S/he also gives open and honest feedback on any issue and is a trusted sounding board.

How you choose to play the role of mentor will be determined by your own personal style and the dynamics of the relationship.

An Effective Mentor Will:

Share critical knowledge

Share networking strategies

Coach and teach by example

Provide honest, constructive feedback

Help build self-confidence

Offer advice and encouragement

Offer challenging ideas

Gives of his/her time

Act as a sounding board

Listen and ask questions

Maintain confidentiality

Celebrate success!

Suggestions for How to Stay Involved:

1. Be Proactive -Approach the relationship with passion, and work the system for your mentee like you would be for yourself.
2. Communicate Frequently -Reinforce your interest by staying in touch with your mentee, and provide advice and feedback whenever possible.
3. Know the Details -Take some time to understand the full breadth and depth of the experiences.
4. Listen -You cannot provide the answer if you do not understand the real question. Sometimes it is not an answer that is needed, but just the chance for the mentee to talk
5. Be a resource for journals, books and people.
6. Care -At the end of the day, that's what's most important.

MENTEE

I'm not afraid of storms, for I'm learning to sail my ship.

-Louisa May Alcott

MENTEE

An Effective Mentor Will:

- Prepare and send an agenda prior to each meeting
- Set and work toward goals
- Listen and ask questions
- Take initiative in managing the relationship
- Be receptive to coaching and feedback
- Be open to new ideas and approaches
- Take action to develop skills
- Recognize individual differences and respect the mentoring relationship
- Maintain Confidentiality
- Celebrate success!

Suggestions for how to Guide the Process:

- Be Proactive – Be clear about how much support and what kind of support you want.
- Communicate Frequently – Reinforce your interest by staying in touch with your mentor, and provide feedback whenever possible.
- Listen and Discuss – The best results will come from honest discussion about your issues and questions; make sure that both of you understand what the other is saying.
- Evaluate with your mentor and student advisor how the relationship and process is working – once or twice a semester is suggested

THREE STEP MENTEE PROTOCOL!

Step 1. Prior to the Initial Meeting

- Obtain and review each other's interest summary.
- Identify your three most important development needs.
- Identify critical success factors and key barriers to success
- Formulate SMART goal statements: Specific, Measurable, Attainable, Relevant, Timely

Step 2. Plan the Initial Meeting

- Get to know each other.
- Share your mentoring goals
- Agree on the ground rules for your relationship
 - How often you will meet
 - Types of meetings (face to face, email, etc.)
- Boundaries – what is appropriate and what is not. ex. It is okay to call the mentor at home? evenings? weekends?

Step 3. Manage the Relationship

- Communicate effectively
- Send an agenda to your mentor a couple of days before the meeting
- Give and receive feedback
- Send an email summarizing meetings within 7 days to mentor and student advisor
- Follow through on any action items
- Stay on track towards your mentoring goals

¹Source: Financial Women's Association of San Francisco

TOOLS FOR THE MENTOR AND MENTEE

Both mentors and mentees will have expectations for the mentoring relationship itself. Interpersonal behaviors and communication skills play a major role in how the relationship develops and progresses. Keep in mind the hallmarks for effectiveness for both participants in the relationship.

Giving and Receiving Feedback

Feedback is a valuable and important development tool. It raises awareness of specific behaviors and their impact on others, and it provides for the opportunity to modify those behaviors if necessary. Giving and receiving feedback for both mentors and mentees is central to the mentoring relationship. However, the art of giving and receiving feedback in an effective and productive manner is not simple.

Potential Pitfalls and Suggested Remedies

All good will notwithstanding, occasionally roadblocks or pitfalls will crop up, even in good mentor mentee relationships. The following table lists some typical pitfalls, and suggests some remedies for addressing them

Pitfalls	Remedies
Unrealistic Expectations	Discuss expectations and reach agreement on expected outcomes
Differences of style, culture, and age get in the way	Take time to understand your mentee. Learning to work with those differences is valuable development. Consider differences as a meeting topic for discussion.
Relationship Gets off Track	Use good feedback skills to raise the issues in a non-threatening way. Build open communication. Refocus and reiterate mentoring goals.
Relationship Not a Fit	Turn to the Mentor Coordinator for support and advice; in some cases it may make sense to assign a new mentor.

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The difference between a calculated risk and rolling the dice can be expressed in one word: homework.

-Georgette Mosbacher

BOOKS

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**And in my dream
the angel shrugged
and said, If we
fail this time, it
will be a failure of
imagination.**

**and then she placed
the world gently
in the palm of
my hand.**

-Brian Andreas