

WHAT IS A MENTOR?

A mentor is a wise and trusted friend and guide. Mentoring is a structured and trusting relationship that brings Muma College of Business juniors and seniors together with Tampa Bay professionals who offer guidance, support and encouragement aimed at developing the professional competence of the student. Mentors meet the student monthly at the workplace or another business.

Mentoring is an essential ingredient in developing well-rounded, professional, and competent future leaders.

Builds on the Positive

Approach the goals and challenges of the student positively, building on their strengths. Help the mentee see the connection between their actions of today and their goals for tomorrow.

Encourages

Help the student build self-confidence and self-esteem to last a lifetime by focusing on their talents, assets and strengths. Listens As an active listener, the mentor should put aside impulses to direct the mentee in favor of asking questions and sharing their own learning experiences.

Turns Everything Into a Learning Experience

Mentors keep an eye out for a teachable moment.

EXPECTATIONS

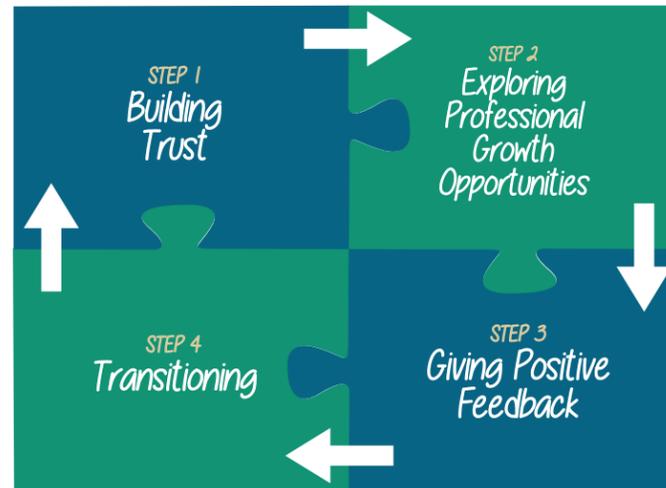
- ✦ Foster a partnership between mentors and CMP students to provide information, career advice, role modeling, and support.
- ✦ Help CMP students strengthen “soft-skills” and learn the politics of corporate culture.
- ✦ Encourage students to mentor others and give back to their community.
- ✦ Engage students as they grow and develop professionally.
- ✦ Meet the student monthly at the workplace or another business

Reflect on these questions prior to committing to the relationship:

- ✦ What experiences and learning can I bring to the mentoring relationship?
- ✦ What are my own expectations for the relationship?
- ✦ Are there any obstacles that could impede the relationship’s development?



DEVELOPING THE MENTOR RELATIONSHIPS



STAGE 1: Building Trust

Every mentoring relationship must find its own equilibrium and path. As the mentor, you should take the initiative to explore mutual interests and find common ground. During this phase, you will experience one of the most exciting parts of the relationship — communicating with your mentee for the first time. This is the phase in which you get to know one another, set ground rules for your relationship and most importantly, build trust.

STAGE 2: Exploring Professional Growth Opportunities

In this stage, you begin to set goals. Review your student’s professional development plan, what skills do they need to build, developing their professional image, acquiring new skill-sets, etc.? Through discussion and open-ended questions you can yield information from the student on what resources and academic preparation are needed to pursue their professional and personal goals.

Goals are: S.M.A.R.T.

- SPECIFIC
- MEASURABLE
- ACHIEVEABLE
- REALISTIC
- TIMELY

STAGE 3: Giving Positive Feedback

One of the most important aspects of a mentoring relationship is how the mentor provides advice and feedback to the mentee, and how the mentee responds to that communication. Feedback from mentors should be thoughtful, specific, timely, candid, and constructive. Mentors can help their students celebrate their successes as well as their failures, and what they have learned from them.

STAGE 4: Transitioning

As the academic year comes to a close, reflect on your relationship with each other (accomplishments, setbacks, etc.). We encourage you to use the last correspondence to focus on future goals and the support systems that you put in place to ensure continued personal and professional development.

MEETING IDEAS

Sample Meeting Schedule - Fall

- ✦ **Meeting 1** - Break the ice, discuss competency self-assessment, set expectations.
- ✦ **Meeting 2** - Discuss the importance of creating a personal brand and help students understand the importance of polishing their professional image, acquiring new skill-sets, and crafting a personal development plan.
- ✦ **Meeting 3** - Take the student on a corporate tour and share details about your industry, explaining your company’s place in the field and your role in the company.
- ✦ **Meeting 4** - Provide an opportunity for the student to shadow you on the job or join you at a networking function or professional organization meeting.

Sample Meeting Schedule - Spring

- ✦ **Meeting 5** - Review résumé, meet with HR representative, learn about behavioral interview questions, and discuss tailoring résumé.
- ✦ **Meeting 6** - Discuss corporate culture, attend a management meeting, and review meeting dynamics.
- ✦ **Meeting 7** - Treat the student to lunch, dinner, or another social networking event with colleagues and provide feedback on the student’s engagement/ presence afterwards.
- ✦ **Meeting 8** - Review competencies, make final recommendations, and decide if relationship will continue.



In addition to the following list of meeting discussion topics, here are some other activities to consider:

- ✦ Attend a local professional organization event or meeting
- ✦ Shadow for a day or attend a meeting you see beneficial
- ✦ Résumé review
- ✦ Read recommended books for discussion