

**PESCE FAMILY  
MENTORING INSTITUTE**

**WILLIAM PATERSON  
UNIVERSITY**



# Mentor Training

## Preparing to be an Effective Mentor

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

*-Benjamin Franklin*

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## Overview

- The Pesce Family Mentoring Institute is part of the Career Development Center and was launched in June 2014 to help prepare students for their careers or graduate education by connecting them with successful professionals, including alumni and local community business partners.
- The Institute individually matches students/mentees with mentors who can teach them life skills, offer career advice and guidance, or is in a field related to their major.

## Participation

2014-2015 we had 72 matches.

2015-2016 we had 89 matches.

2016-2017 we grew to 153 matches.

2017-2018 we grew to 236 matches.

## What is a Mentor?

A successful professional that shares his/her experiences and valuable life lessons with his/her mentee.

## What is a Mentee?

A student who is ready to plan for his/her future and would benefit from the wisdom of a mentor.



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## Requirements of a Mentor

- A William Paterson University graduate or local community or business partner.
- Minimum of 5 years professional work experience and a bachelor's degree.
- Strong interest in helping a William Paterson University student with career decision making and professional development.
- A commitment to serve as a mentor for one academic year, September-May or January-December.
- A commitment to communicate with the mentee a minimum of once per month. This can be by Skype, Facetime, email or phone. Preference would be for a face-to-face meeting when possible.
- Must be willing to participate in one dinner or event each semester.
- Must complete an online application, participate in a brief phone interview, provide a resume or LinkedIn profile, undergo a background check and view this mentor orientation.

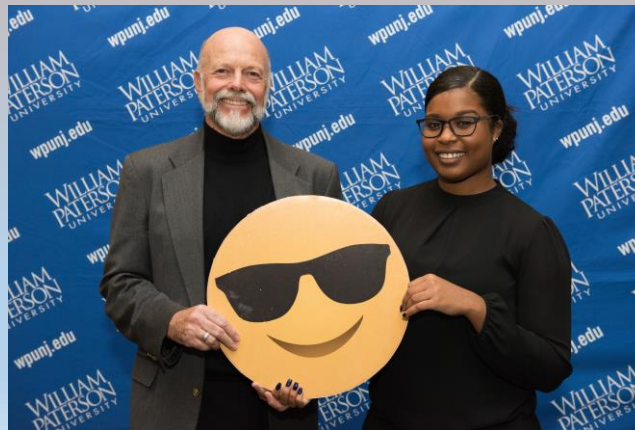


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## Requirements of a Mentee

- Must be a sophomore, junior or senior with at least one year remaining at WPU.
- GPA of 2.5 or higher.
- Must be a student with an academic major and must have some idea of career goals.
- Student must be willing to commit to the program for one academic year. (September-May or January-December)
- Student must be willing to commit to a minimum of one meeting per month with their mentor. This can be by Skype, Facetime, email or phone but our preference would be for a face-to-face meeting when possible.
- Student must be willing to attend one dinner or event each semester and attend one mentee orientation.



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## **Points of Information**

- If a conflict with your mentee arises, you agreed to resolve it in a calm and professional manner and contact the Program Specialist. Make it a learning process.
- You agreed to the program for a full academic year (two semesters). If you develop a great relationship with your mentee, you may continue the mentoring partnership as long as the mentee is still a student at William Paterson University.
- To attend one Pesce Family Mentoring Institute event each semester. If you RSVP to attend one of our events but must cancel, please notify us as soon as possible.
- Meetings with your mentee will be alcohol free; meeting in a bar is strictly prohibited.
- Mentor/Mentee relationships must be free of discrimination, harassment, and romantic or sexual involvement. Any concerns of this nature must be communicated with the Pesce Family Mentoring Institute.
- Keep all personal or sensitive information shared with you by your mentee confidential.
- If you must cancel a meeting, please give your mentee at least 24-hours notice. Make it a rule to reschedule all cancelled meetings.
- Understand that even if your mentee is not majoring in your field, you can still provide career advice, life skills and guidance.





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## **Goals and Expectations**

When meeting with your mentee for the first time, it is important to discuss goals and objectives. A worksheet was emailed to you and your student. Ask probing questions to find out what the key outcomes of this program should be.

- Why did you join the Pesce Family Mentoring Institute?
- What should our role as mentor and mentee be?
- What are your goals and timeframes?
- What do you hope to get out of our mentoring relationship?
- What can we do together to reach your goals?
- How often do you expect to meet, call, email, etc.? Meet where?
- What ground rules would you like to establish for this working relationship?
- What are your strengths?
- What would you like to learn from me?
- Review goals monthly...what is getting in your way of achieving your goals? What is working/not working?

**Mentoring works when expectations are clear, goals are set, and there is an intentional learning experience. Mentors go beyond just coaching. Mentors think long-term and strategically to help mentees become professionally competent in their future.**



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## **Mentor/Mentee Activities:**

An activity sheet with these suggestions and more was emailed to you. To highlight a few...

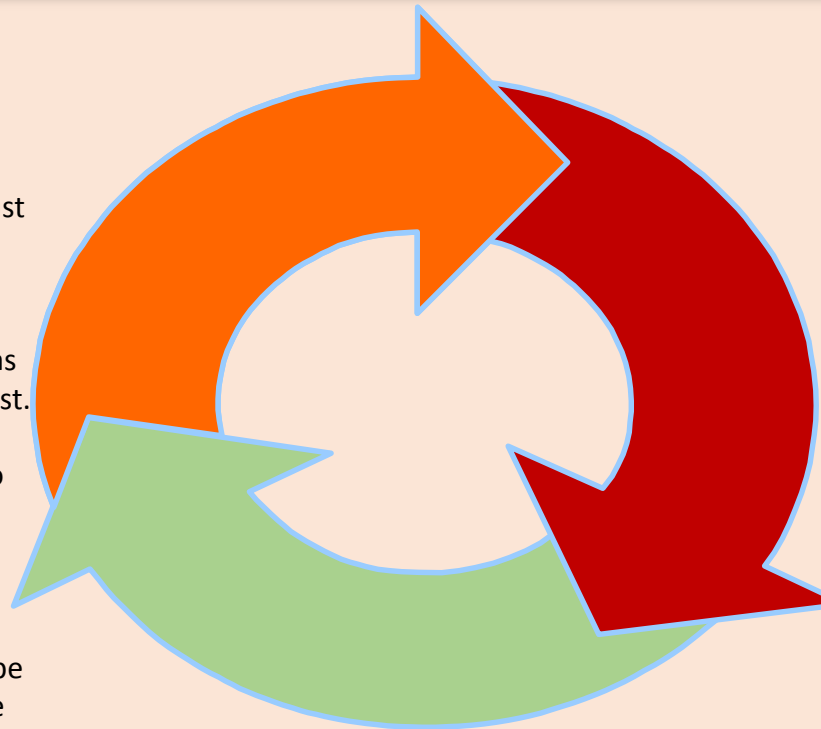
- Invite your mentee to a Meet and Greet on campus or to meet for coffee.
- Get to know your mentee. Ask questions about career goals and family. Tell him/her about your family, successes and challenges to strengthen the relationship and develop trust.
- Offer to show your office to your mentee or have him/her shadow you for a day. If practical, offer hands-on experience.
- Offer resume and cover letter feedback.
- Review your mentee's LinkedIn profile or show him/her how to create one.
- Share networking opportunities.
- Find out what your mentee does in school and what he/she spends the most time on.
- Discuss the importance of internships.
- Help improve your mentee's interview skills. Teach him/her how to develop an elevator pitch.
- Help your mentee find internship and job opportunities.
- Develop his/her communication skills.
- Teach corporate best practices.
- Develop decision-making skills.
- Help with time management.



# Key Elements of The Successful Mentor

## Availability

Are you available, not just once per month and on email, but are you also available emotionally? It is your responsibility as a mentor to develop trust. Make the student feel comfortable with you so he/she shares struggles and concerns. If you spend time with your student and share your past struggles, you will be surprised how much the student will share.



## Self-Concept

The qualities that you have, such as taking charge and being a good problem solver, are the skills you should be teaching your mentee. These leadership skills need to shift to the student to bring out the best of him/her. You are doing your job as a successful mentor when the mentee develops a deeper awareness of who he/she is. When you ask questions instead of leading, you make him/her think.

## Skills

Now is the time to be a good listener, not a problem solver. Help your mentee find his/her own answers to his/her problems and show empathy. When you empower people to solve their own issues, it develops their skills. Then ask what he/she learned from solving the problem. Have your mentee think deeper.



# MENTORING COMPETENCIES

## Supporting



***"What do you need from me?"***

Supporting means demonstrating that you believe in your mentee by listening and being committed to the process. Encourage your mentee to become successful.

## Challenging



***"Tell me what you're ready to take on?"***

Challenge your mentee to push himself/herself to grow and work harder.

# MENTORING COMPETENCIES

## Double-Loop Learning



***"How can you think 'outside-of-the-box' on this one?"***

Ask what they learned from an experience or where their fears or anxiety are coming from. It's learning on a deeper level.

## Managed Learning



***"What are your learning goals for the next 3 months?"***

Part of your role as a mentor is to measure your mentee's goals. How is he/she growing? Review the goals worksheet at the end of each semester.

# MENTORING COMPETENCIES

## Pathfinding



*"Here's what I've learned that will most likely work best."*

You can help your mentee find his/her path and vision. You can guide your student to navigate his/her career. What does success mean to your mentee? Where can he/she be most successful?

## Empowering



*"What's your goal for this and when will you get started?"*

Allow your mentee to take ownership of ideas and feel empowered. As a result, mentees should become more confident and committed to the program.

# The Compass for Coaching & Mentoring

## 4. Push for Action

Ask your mentee to tell you how it went. Hold him/her accountable for the decision that was made.

## 3. Contribute

Share related experiences. Don't jump in with advice too soon because your mentee will stop thinking on a greater level. A joint approach is key.



## 1. Seek the Issue

When you seek out an issue your mentee may be having, you will understand it.

## 2. Clarify Thinking

Talk it through with your mentee. He/she should have a good course of action planned.



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**Upcoming Events-** Please visit the events tab on [www.wpunj/wpmentoring](http://www.wpunj/wpmentoring) for an updated event schedule

## **Meet and Greets –**

*A place to meet your mentee on campus when it is convenient for the both of you. You must RSVP in advance as a light dinner will be served.*

**Fall and Spring Dinners –** A great time for you and your mentee to connect, network, hear a Keynote speaker and enjoy a good meal. RSVP in advance.



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## **Mentors in This Program ...**

- OFFER career guidance and general professional advice.
- PROVIDE insight to students within areas of your expertise.
- SERVE as a positive role model for a student.
- INSPIRE students to confirm their current field of interest or to pursue new fields of interest.
- MOTIVATE students toward long-term goals.
- HELP student polish resumes and cover letters, improve interview skills, develop networking ability and conduct a job/internship search.
- PROVIDE information on how to research specific employers.
- MAKE AVAILABLE potential contacts for internships and employment opportunities.
- GAIN personal satisfaction from fostering the professional development of a student.





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## Outcomes

- You will get out of the program what you put into it. Build a strong, professional relationship with your mentee and you will reap the benefits as well.
- Testimonials, social media posts, referrals and photos are appreciated. Tell us your success stories and share or write for our newsletter.
- At the end of the year you will be asked to participate in a survey on your participation in the program. You will also be asked if you want to continue for another year with your current mentee, or if you would like to be assigned a new mentee.
- Please let us know if you assist your mentee with his/her job search and if your mentee finds a job.
- Please provide us with feedback. We are here to assist you!

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