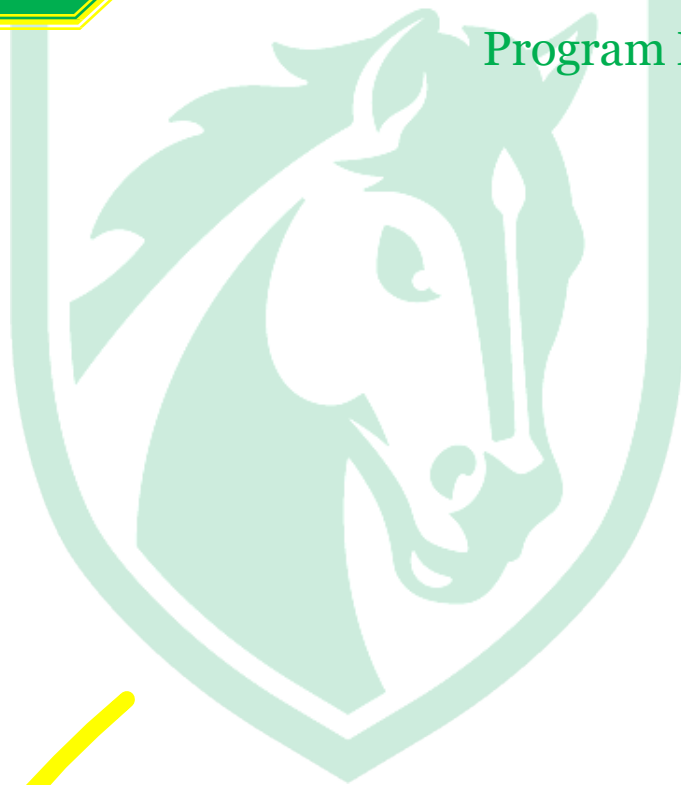


**Mentoring Potential -  
Maximizing Performance**

# ABAC Mentors

## Program Manual



**Abraham Baldwin  
Agricultural College**

**Prepared By: Diantha V. Ellis, J.D., LL.M., Chair  
ABAC Mentors Committee**

# Table of Contents

What is Mentoring? .....	3
Purpose of ABAC Mentors .....	3
Anticipated Results: .....	3
Mentoring Time Commitments .....	4
Guiding Principles for Mentoring Success:.....	4
Responsibilities of a Mentor .....	5
Responsibilities of a Mentee .....	6
Suggested Meeting Agendas.....	7
Mentoring Agreement .....	8
Discussion probes to open dialogue: .....	10
Required Events for Cohort Calendar: .....	11
Guidelines for Success .....	12
Suggestions for Growing the Mentoring Relationship through Engagement:.....	12
Final Reflection .....	12
ABAC Mentors Contacts.....	14

## **What is Mentoring?**

An effective mentoring program supports the development of leaders while simultaneously fostering healthy work relationships. It helps develop the strategic direction and continuing growth of the organization and aids in succession planning.

## **Purpose of ABAC Mentors**

*To foster communication and support for faculty and staff at all career stages and to cultivate a collaborative, interdisciplinary community of engaged campus leaders.*

## **Anticipated Results:**

Increase employee morale, productivity, and retention

Increase collaboration and communication between teams, departments, and schools

Support an innovative, creative, and involved work environment

Provide the employee with professional development, growth, and networking opportunities

## Mentoring Time Commitments

Mentor pairs are expected to meet at least once a month to discuss program goals and progress. The mentoring pairs will decide their individual scheduling needs and plans.

In addition to the training provided in the orientation meeting, we will have training and events throughout the program. These events include:

- *Kickoff Celebration Event, with Special Introduction of the Cohort to the Campus by President Brundage*
- *Orientation / Mentoring Essentials Training Session*
- *Meeting of the Minds Workshop, with Emergenetics Workstyles Assessment, facilitated by the USG Office of Leadership & Institutional Development*
- *Periodic Check-In Calls with the Cohort and ABAC Mentors Team*
- *Graduation Celebration, Sponsored by the Office of the President*

The purpose of the periodic check-in calls during the semester-long program for the cohort (i.e., all Mentors, all Mentees) will be to share progress of the mentoring pairs with the cohort and ABAC Mentors Team and discuss best practices learned and implemented.

## Guiding Principles for Mentoring Success:

✓ Honesty	✓ Confidentiality
✓ Responsiveness	✓ Assume positive intent
✓ Provide constructive feedback	✓ Be open to feedback and new ideas
✓ Show initiative	✓ Follow up as agreed upon

# **R**esponsibilities of a Mentor

**Mentors should demonstrate a commitment to:**

✓ Knowledge transfer	✓ Career development advice
✓ Supporting and encouraging Mentee	✓ Open and confidential communication
✓ Commitment to the program and goals	✓ Help identify opportunities for Mentee
✓ Allowing Mentees the opportunities to test ideas	✓ Recommending alternative ways of handling situations
✓ Helping Mentees develop contacts within the organization	✓ Guide final presentation prep

**The program is important to a Mentor because it:**

✓ Provides fulfillment and satisfaction of helping others	✓ Expands effective communication skills
✓ Increases experience and skills for professional development	✓ Creates a sense of team within the work group
✓ Creates work allies	✓ Provides opportunities for leadership development to employees in other areas

# R esponsibilities of a Mentee

**Mentees should demonstrate a commitment to:**

✓ Responsibilities for her/his own career development	✓ Actively initiating and engaging in the mentor relationship
✓ Facilitate and participate in the development of a constructive relationship	✓ Evaluate the Mentor and Program, as required
✓ Be pro-active and know what you want from the relationship	✓ Be receptive to suggestions, ideas, and feedback from your Mentor
✓ Maintain two-way feedback and communication	✓ Proactively schedule & attend Mentor meetings

**The program is important to a Mentee because it:**

✓ Helps provide professional development	✓ Demonstrates the recognition of knowledge, skills, and abilities
✓ Increases confidence	✓ Develops creative and independent thinking
✓ Improves networking skills	✓ Develops proactive approaches to tasks and projects

# Suggested Meeting Agendas

## First Meeting:

1. Get acquainted, if not already
2. Share career histories and plans
3. Discuss past mentoring relationships: what worked and what did not
4. Discussion of expectations
5. Complete mentor agreement
6. Schedule next meeting

## Second Meeting:

1. Organize a first draft plan for the program length
2. Brainstorm ideas for activities
3. List and prioritize goals
4. Agree upon next steps
5. Schedule next several meetings

## Subsequent Meeting Topics

1. Current issue or “hot topic” for the Mentee
2. Mentee career thoughts or concerns
3. Readings – relevant books or articles
4. Training workshops attended and outcomes
5. Special projects that the mentee could get involved in

# Mentoring Agreement

Mentor pairs should discuss and agree on the following. A copy of the signed agreement should be provided to the ABAC Mentors Chair.

Meetings:	
How often will you meet?	
For how long?	
Who will be responsible for scheduling the meetings?	
Expectations:	
What is the desired outcome of this partnership, benefits for both Mentor and Mentee?	
What are the ground rules for our discussions (confidentiality, openness, candor, truthfulness, etc.)? Are any topics off limits?	



What characteristics does the Mentee expect from the Mentor?	
What characteristics does the Mentor expect from the Mentee?	
Any additional items (please write in below)	
Mentor Signature/Date	
Mentee Signature/Date	
Received by ABAC Mentors Chair (Signature/Date)	

# **D**iscussion probes to open dialogue:

## **Suggested Questions for Mentors to Ask:**

- What would you like to accomplish in our time together?
- What do you enjoy about your current role?
- What would you like to learn? What skills would you like to develop?
- What values guide your professional choices?
- What work activities or accomplishments give you the most personal satisfaction?
- What are your career goals? What future roles interest you?
- How do you determine priorities?
- What contributions have you been recognized for?
- What distracts you from accomplishing your goals?
- What situations are challenging for you to handle?

## **Suggested Questions for Mentees to Ask:**

- Can you share your career journey and what led you to your current role?
- What were some of the biggest challenges you faced in your career and how did you overcome them?
- What achievements are you most proud of in your professional life?
- What educational experiences were most useful to you as you progressed in your career?

- What jobs have you held that enabled you to build your leadership capabilities?
- How do you determine your priorities?
- How have you established relationships with your counterparts on campus?
- What techniques do you use to manage your time and stress levels?
- What techniques might I use to increase my visibility on campus?
- What changes do you see ahead for ABAC? For USG? higher education?
- What are some skills that you think are critical for someone in my position to develop?
- Can you recommend any books, courses or other resources that could help my professional development?
- How do you manage work life balance?
- How do you approach complex decision making?

## **R**equired Events for Cohort Calendar:

<b>Kickoff Event</b>	<b>Orientation</b>	<b>Meeting of the Minds Emergenetics Workshop</b>	<b>Mid-Program Checkpoint(s)</b>	<b>Graduation Celebration</b>

## **G**uidelines for Success

- ✓ Ensure regular meetings – monthly meetings at a minimum.
- ✓ Schedule time to prepare appropriately for the meetings. If you agree to discuss a topic, come prepared!
- ✓ Manage discussions effectively: Strive to ensure that each meeting advances the shared goals you both established.
- ✓ Set clear next steps for each subsequent meeting.
- ✓ Follow up on commitments.

## **S**uggestions for Growing the Mentoring Relationship through Engagement:

- ❖ Note upcoming “life events” for each other – remember what is going on in your mentoring partner’s life/career and follow up.
- ❖ Seek informal ways to build your mentoring relationship: These can help bring depth and solidify the relationship.
- ❖ Over deliver on expectations: Go the extra mile, do supplemental homework, or make an extra call. This will deepen the trust-based relationship.

## **F**inal Reflection

Each Mentee and Mentor will complete a reflection presentation at the end of the program. The presentation should be three to five minutes long and should cover the key insights gained during the cohort and how the Mentee and Mentor will use the insights gained as their career moves forward. This presentation is recommended to be reviewed with the Mentoring Partner prior to the presentation.

At the end of the cohort, we will have a Graduation Celebration Event, sponsored by the Office of the President, where the Mentoring Pairs will present to the full Cohort, the ABAC Mentors Team, and the ABAC Executive Leadership Team. Some potential prompts for the presentation are below:

- ❖ What were the most valuable aspects of your mentoring experience and why?
- ❖ What insights have you gained about yourself through the program?
- ❖ How will you use what you have learned in the forward progression of your career?

***The delicate balance of mentoring someone is not creating them in your own image but giving them the opportunity to create themselves. -- Steven Spielberg***



# A BAC Mentors Contacts

<b>Diantha V. Ellis, J.D., LL.M.</b>	<b>Chair, ABAC Mentors Professor of Business Administration</b> <a href="mailto:dellis@abac.edu">dellis@abac.edu</a> <b>229.391.4833</b>
<b>Allen C. Saylor, Jr., M.S.</b>	Assistant Vice President for Information Technology and Auxiliary CIO Co-Chair, ABAC Institutional Success Council <a href="mailto:asaylor@abac.edu">asaylor@abac.edu</a> 229.392.4914



