

# Yavapai College Mentorship Program

## Mentor Expectations

As a mentor, your involvement is key to making the mentorship program a success. You'll be guiding, supporting, and challenging your mentee to help them reach their professional goals. This document will walk you through the expectations and responsibilities that will ensure both you and your mentee have a productive and rewarding experience together.

### **Establish Clear Expectations**

Help your mentee set clear, achievable goals and develop action plans that provide a roadmap for their development. Break down larger goals into smaller, manageable steps to ensure continuous progress.

### **Provide Guidance and Support**

Offer guidance, advice, and insights that will help your mentee make informed decisions about their professional goals. Share your expertise and experiences to enrich their learning process.

### **Be a Source of Feedback and Encouragement**

Regularly provide constructive feedback that helps your mentee grow professionally. Encourage their progress and celebrate successes, even small ones, to keep them motivated.

### **Be Approachable and Available**

Create a supportive, open, and safe space for your mentee to share challenges and concerns. Make yourself available for meetings and offer the opportunity for your mentee to reach out when needed.

### **Foster an Environment of Trust and Confidentiality**

Maintain confidentiality regarding sensitive information shared by your mentee. Build trust by demonstrating honesty, reliability, and professionalism.

### **Act as a Role Model**

Lead by example by demonstrating professionalism, integrity, and accountability in your actions. Show the mentee how to approach challenges and growth with perseverance and a positive mindset.

### **Be Honest and Transparent**

Share honest insights and feedback with your mentee. If there are areas of improvement or tough conversations that need to be had, approach them with respect and clarity to ensure the mentee's development.

### **Respect Boundaries and Time**

Ensure that meetings and discussions with your mentee are structured and productive, respecting both your time and theirs.

### **Help Build Networks and Opportunities**

Where appropriate, provide access to professional networks, resources, and opportunities that will help your mentee expand their horizons and enhance their professional growth.

### **Monitor Progress and Provide Continuous Support**

Regularly check in with your mentee to monitor progress toward goals. Offer guidance and course corrections as necessary to keep the mentee on track and provide continuous support throughout the mentorship.