

Youth Employment Service (YES)
changing lives ... forever



Mentee Manual





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What Does Mentorship Mean?

It is important to understand the necessity of mentors in today's society. Mentoring is defined as a sustained close developmental relationship between an older, more experienced individual with a younger person. The goal is to build character and competence on the part of the mentee. Studies have shown that adults who gain the trust of youth through interaction and time can have a great influence on their lives. Mentoring a young entrepreneur provides an opportunity for the free exchange of business skills training and support.

WHY MENTORSHIP NOW?

Parents have historically been the central source of emotional, financial and social support for children. Some youth are fortunate enough to be part of expanded networks that include grandparents, extended family, neighbours, community and religious organizations. This adult network offers youth the affection, guidance and sense of direction they need.

Family, community and civic life in our society are changing rapidly. Fewer people know their neighbours. Time constraints and financial pressures facing working families and single parents often sever traditional community ties. Non-parental adult resources have become increasingly more difficult for young people to access.

Most youth who come to YES grew up with families under pressure from poverty, divorce, abuse, violence or stress. These families are often totally isolated from the community. As a result, youth with the greatest need of help are those least likely to receive it.

That's where mentorship programs become important. Big Brothers and Big Sisters, the American Youth Policy Foundation and PEPNET** (Promising Effective Practices Network) report that volunteer mentoring has been extremely successful with at-risk youth in areas such as:

- ◆ reintegration into society
- ◆ career development strategies
- ◆ skills training
- ◆ finding and maintaining employment
- ◆ on-the-job training
- ◆ returning to school

These reports also stress the importance of coordinating mentorship programs with ongoing youth employment programs.

As a mentor for a young job seeker or a young entrepreneur you are able to relate successes you have had in your career. You can also suggest tips and solutions around problem solving based on your experience. As someone who already has established a network, you can share the value of formulating networks.

Thank you for choosing to be a mentor with YES!



Mentoring Program Agreement

A. Objectives

1. To provide YES clients with a mentor who will share "industry-specific" or "area-specific" employment and/or business expertise with our youth to help them achieve employment and/or business success.
2. The mentor/mentee relationship will take place...in person...by telephone...on-line for a minimum of once-a-month, for a period ranging anywhere from 1 to 3 hours.

B. What the Program Does Not Do

1. This program is not intended to replace necessary professional services by providing free legal, accounting, marketing or any other professional consulting services. Rather, it is intended to help the YES client go in the right direction by minimizing the need for costly expenses and/or costly errors by understanding exactly what they need to know, or get, from various professionals in advance.
2. The program is not a referral service for consultants, although it is foreseeable that an offer of employment or business could result from such encounters, eventually. This is not the goal of the program and business should not be pursued during the course of the mentoring relationship.

C. What is expected of the Mentor

1. The mentor will offer insight into their field or into their area of expertise providing the young person with a better understanding of...either the career they wish to pursue... the business they wish to operate...the area of business they need to understand in order to implement a solid infrastructure in which to operate their businesses.
2. To be as positive and encouraging as possible with these young people during the first months of career exploration or business start-up.

D. What the Mentee should expect

1. The Mentee/Mentors should expect to be treated with respect, and to conduct the meetings in an environment that is professional and non-threatening to both participants. Each meeting should last anywhere between 1 and 3 hours depending upon need.
2. The Mentee should expect to be able to learn the generalities about their field of interest or about the generalities of legal, accounting, or general business practices needed to succeed. They should also expect to have an opportunity to ask some fairly general questions about any of these.
3. They should not however expect free on-going consulting services, nor should they expect that the visits with these professional mentors are to replace that of the necessary, or required, professional services usually needed to start-up a business or gain employment.

I have read, understood, and agree to respect and uphold the "*Rules and Guidelines*" appendices as set out by the YES Mentorship Agreement included as part of this document.

I understand that this Mentorship Program is volunteer-run, and therefore, I also understand that YES is not liable for any aspect of the relationship; i.e. the advice asked, or given, and that YES will only act as the broker, trying to create suitable matches between the young people and the business professionals who have been recruited as mentors.

Both parties are asked to use their own judgement and can end the Mentorship Agreement at anytime if the match is not working, or not agreeable, for either or both parties. Either party can end the agreement simply by requesting that the Mentorship Coordinator terminate the agreement in writing.

Signed by;

Mentor/Mentee: _____

Mentorship Coordinator: _____

Date: _____



Mentorship Program Preparation Checklist For Mentees

Have an Objective for the Meeting

- Once you know what skills you have, identify the skills or information that you need to learn from a mentor.
- Identify a couple of objectives that you would like to accomplish within this relationship.

Be prepared

- Read the Mentoring Program Agreement and sign it.
- Prepare any questions you may have in advance:
 - About the mentor's firm, organization, company, business
 - On the person's background, industry association memberships, etc.
 - On any other employment and/or business related questions that you may have

Meeting

- One-to-three hour interviews
- Don't forget to thank the mentor for their time and the information given

Post-meeting follow-up

- Write down your impressions i.e. what you learned
- Write and send a thank-you note
- Plan out your next steps, incorporating what you learned
- Complete the feedback form for the Mentorship Coordinator
- Schedule your next meeting



Mentorship Program

Rules & Guidelines for the Mentor/Mentee Relationship

1. According to YES' *Mentorship Program Policy*, the expectation is that the Mentor/Mentee will agree to meet, one-to-three hours at-a-time, for a six-month period.
2. The meetings will be held at a public location for example...the facilities at YES...at an on-site visit to the Mentor's business or workplace...on the telephone...via e-mail.
3. Both the Mentor and the Mentee will have read and signed the *Mentorship Program Agreement* and returned it to the Coordinator, Faiza Kanji.
4. This is an entirely voluntary arrangement for both parties...If either or both of the parties are uncomfortable, for any reason, with the match, the agreement can be ended immediately by contacting the Coordinator confidentially.
5. For the entire duration of the six month Mentorship relationship, we request that the nature of the relationship between the Mentor and the Mentee not involve;
 - Any exchange of gifts
 - Any exchange of money for services (i.e. charging, borrowing)
 - Any requests or pressure for money
 - Any physical or verbal harassment of any nature, as covered in the Canadian Human Rights Code.



Advice to Mentees

- Be willing to play an active role. A mentorship is a two way street - you will get out of it what you put into it.
- Define the relationship. Knowing what you want from the relationship and being able to articulate this up front to a potential mentor will help to ensure that your expectations are in line with theirs. Other things to consider: What particular expertise does the mentor have that you would like to benefit from? What would you like the end result - the takeaway - of your mentorship to be?
- Set relationship parameters...how frequently you would like to meet with your mentor.
- Ensure your time commitment. Does the mentor have the time to commit to helping you reach the goals of your mentorship? Alternatively do you? People in mentoring roles often have incredibly busy schedules, as do mentees. A frank discussion at the outset regarding the time commitment necessary to reach the goals of the mentorship can help determine if you have found a good match.
- Be prepared. Prior to each meeting with the mentor, prepare a list of items you want to discuss.
- Be appreciative. Always be grateful of the energy and time that your mentor puts into your relationship. Showing your gratification...is a great way to express your appreciation.