



AgriLIFE EXTENSION
Texas A&M System
Improving Lives. Improving Texas.

AGENT MENTORING ORIENTATION

Overview for agents entering a mentoring relationship.






Mission


- Communicate beneficial knowledge & organizational values to new employees through a caring partnership.
- Develop productive faculty that enhance the agency.




Philosophy

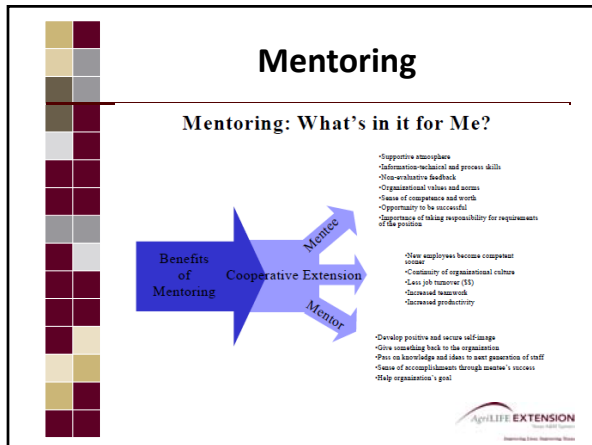
- Mentoring is a partnership.
- Mentoring is a nurturing, professional relationship.
- Mentoring is communicating with each other.
- Mentoring enhances development of the mentee
- Mentoring benefits the mentee, the mentor and the organization.




Our Mentors

12	Atascosa	Taylor, Joe G.	AG
12	Brooks	Salinas, Celia	FCS
12	Cameron	Perez, Enrique	AG
12	Frio	Lopez, Jaime	AG
12	Jim Wells	Acevedo, Nora	FCS
12	Jim Wells	Mercado, Rogelio	AG
12	Jim Wells	Wymore, Barbie	4-H
12	Kleberg/Kenedy	Escobedo, Frank	4-H
12	Starr	Scrivner-Morado, Yolanda	FCS
12	Starr	Zamora, Rolando	CEP (AG)
12	Zavala	Valdez, Marcelino	AG






- ### Mentoring Guidelines
- Chosen by supervisor, approved by state office
 - Commitment is for 1 year
 - Mentor should contact mentee in 1st week and request/review needs assessment
 - Minimum of 3 face-to-face meetings
 - Make use of technology for additional communication (phone, lync, email)
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Mentoring Guidelines

- No fault agreement...either may request change.
- Mentor may assign others to work with new agent
- Mentor communicates progress to supervisor regularly
- Mentor makes use of "suggested topics"
(for mentors, coworkers, supervisor)



Mentor Qualifications


- Commitment to agency mission
- Skilled in program development, implementation, marketing, evaluation, interpretation
- Subject matter expertise
- Knowledge of agency policies & rules
- 5 years experience




Desired Characteristics of Mentor


- Team player.
- Trustworthy, ethical, professional behavior.
- Positive attitude and a sense of humor.
- Respected by peers; shows respect for others.
- Listens and communicates effectively.
- Recognizes and encourages excellence.
- Self-confident.
- Patient, encouraging, caring and sympathetic.
- Appreciates and encourages diversity.
- Flexible/adaptable, receptive to new ideas.






The Successful Visit


- Schedule adequate time with minimal interruptions to foster a positive mentoring relationship.
- Provide directions to meeting location(s).
- Be ready and accessible for mentoring visit(s).
- Know what you want to accomplish to enhance the mentoring visit.
- Have information readily available for sharing.
- Allow time for an office tour and introduction of county staff wherever the meeting is being held. (Either the mentee's or the mentor's office.)






Mentors should


- Review the Mentee Biographical Sketch to learn more about his/her interests and background.
- Take responsibility to initiate the relationship.
- Foster creativity and independence.
- Set aside time for the mentoring process and keep all appointments.
- Display professional behavior and dress.
- Schedule meetings and feedback sessions with planned topics.
- Be positive, enthusiastic and supportive.
- Be a good listener.





Mentors should..

- Establish open and honest communication and a forum for idea exchange.
- Maintain confidentiality! If something concerning the mentor or mentee needs to be discussed with others, it should first be discussed within the mentoring relationship.
- Be flexible on meeting times and places.
- Offer to share resources, expertise and experiences.
- Confer as needed with DEA or the appropriate supervisor.
- Provide opportunities for the mentee to talk about concerns and ask questions.
- Invite the mentee to meetings or activities, as appropriate.
- Arrange further frequent contacts through telephone, e-mail, fax, face-to-face, etc., as appropriate.






Mentors should NOT


- Criticize.
- Try to solve all their problems.
- Try to give advice on everything.
- Encourage mentee to be totally dependent upon you.
- Complain about your own problems.
- Be too busy when the mentee needs your friendship or your support.
- Take responsibility for the mentee's programs or duties.






Mentees should..


- Review your Mentor's Biographical Sketch to learn more about his/her interests and background.
- Establish open and honest communication and a forum for idea exchange.
- Maintaining confidentiality between the mentor and mentee is essential! If something concerning the mentor or mentee needs to be discussed with others, it should be discussed first within the mentoring relationship.
- Understand what you want from the mentoring relationship and communicate your goals and aspirations to your mentor. Balance a personal and professional relationship with your mentor.
- Understand that you have to give as well as receive from the relationship.
- Act on your mentor's advice when you feel it is applicable to your situation.





Mentees should...

- Follow up with resources/references that your mentor gives you to find answers to questions or needed information.
- Keep all scheduled appointments with your mentor and display professional behavior and dress, as appropriate.
- Be aware that as an Extension employee you are a professional – 24 hours a day, seven days a week.
- Arrange frequent contacts with your mentor through telephone, e-mail, fax, face-to-face, etc.
- Be flexible on meeting times and places.
- Be realistic, maintain a positive attitude.
- Be ambitious and enthusiastic.






Mentees should NOT...


- Ask for advice on everything. Have a purpose in each request.
- Ask your mentor to act in your place or tell you precisely what to do.
- Rely on your mentor to give or seek answers to all of your questions/requests.
- Complain about other people or missed opportunities in an unprofessional manner.
- Commit yourself to obligations you cannot keep.
- Cancel meetings/visits with your mentor at the last minute.






Suggested Topics


- Role of RPDs, DEA
- Extension philosophy
- Professional relationships
- Program areas, roles & responsibilities
- Program Development
- Interpretation
- Public relations/Marketing
- Professionalism
- Professional Development
- Program Implementation
- Program Evaluation
- Career Ladder
- Preparing for Performance Appraisals







Suggested Topics

- TEXAS Planning & Reporting
- County Monthlies (843, 360, 768)
- Special reports (crop, annual, increment, ES237)
- 4-H connect
- 4-H Program Administration
- Communication
- Personal Effectiveness
- Working with Commissioners Court
- Budget process
- Office procedures & management



DEA Role


- Selection and Assignment of Mentor
- Mailout of letter with details & attachments
- Orientation
- Mid-Year Check-in
- Initiate End of Year Evaluation



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Other things to do

- Set 6 month check-in date
- Complete & exchange bios
- Complete and submit needs assessment
- Set meeting dates for the year



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Questions?



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