



Mentee Essentials[®]

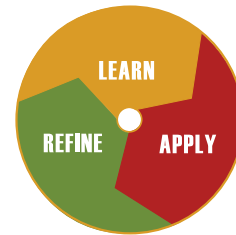


Competent Mentees = Successful Mentoring Experiences

Successful Mentoring requires a well trained and knowledgeable Mentee. Unfortunately, very few employees have the tools and training to be one. The Mentee Essentials course solves this challenge by equipping students with everything necessary for outstanding mentoring experiences. It does this through employing the Learn, Apply and Refine model.

Learn, Apply, Refine

The Mentee Essentials course leverages three powerful principles to create competent Mentees-



1. **LEARN** Students will internalize only the most important and effective Mentee skills (known as the "C.O.R.E. 4") through a workshop and one-on-one coaching sessions.
2. **APPLY** Students' skills dramatically improve through guided application of the C.O.R.E. 4 while they participate in actual mentoring sessions.
3. **REFINE** Real-time and individualized feedback from a Mentee Coach significantly accelerates and customizes the learning curve.

Key Components of Mentee Essentials[®]

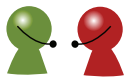
To ensure an optimal experience for all students, this course has combined four very important components-



Forum Workshop

The course begins with a six hour – two part workshop.

- * The morning session fully equips and prepares students to be competent Mentees.
- * The afternoon session matches each student up with a Mentor and facilitates a highly effective mentoring session.



Coaching Sessions

Each student will be assigned to and meet one-on-one (via teleconference) with a Mentee Coach over eight weeks. The coach will provide consistent feedback, accountability and instruction to significantly raise their Mentee abilities.



Mentoring Sessions

"To know and not to do is not to know." Therefore, this course is very application based. Mentees meet regularly with their Mentors so they can apply the tools and knowledge they have learned. Because students are now properly trained, they will consistently get the very most out of every session.




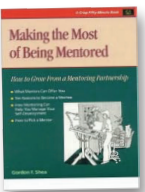
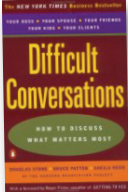
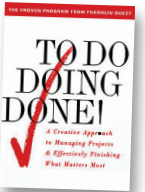
TRIAD Sessions

When appropriate, Triad meetings (info sharing event between Manager, Mentor and Mentee) are assigned to foster alignment and support for the Mentee.















Equipping Mentees for Success

Mentee Essentials offers the most critical information and tools in order to equip students for success. Below is a look at the impressive “tool box” they will receive-

Principle	Tool(s)	Acquired Skills Students will be able to...
C Connect	1. Assessment Wheel 2. Definition of Success 3. Communication Survey Assessment 4. Mentor Speak	<ul style="list-style-type: none"> * Determine their proficiency with key Mentee skills * Clearly state their Mentoring goals * Identify their own and their Mentors' primary communication style * Communicate better with different personalities and communication styles
O Organize	1. S.M.A.R.T. 2. Mind Mapping -Brain Dump -Spider -TMO	<ul style="list-style-type: none"> * Identify and record realistic and achievable goals * Effectively break down complex mentoring goals into a simple and effective mentoring document * Establish self-accountability with their goals * Make the most of every Mentoring Session
R Respect	1. Respect Builder Sheet	<ul style="list-style-type: none"> * Build a mutually respectful mentoring environment * Appropriately and professionally request respect building actions from their Mentor * Display respect building actions to their Mentor
E Environment	1. Promissory Note	<ul style="list-style-type: none"> * Build a strong mentoring environment by setting clear boundaries of appropriate behavior
Course Materials	1. 3 ring Workbook 2. "Making the Most of Being Mentored" 3. "Difficult Conversations" 4. "To Do, Doing, Done"	   

Mentee Essentials Program Calendar

Week 1	2	3	4	5	6	7	8	9
Workshop  Mentoring Session #1 	Coaching Session (30 mins. Teleconference) 	Out of class course work 	Coaching Session  Mentoring Session #2 	Out of class course work 	Coaching Session  TRIAD Mtng. 	Out of class course work 	Coaching Session  Mentoring Session #3 	Out of class course work 