

# **Kansas Hispanic Education & Development Foundation (KHEDF) Mentorship Program.**

## **Mentee Informational Material**

**Program Outline  
By Mark Guzman**



### **Benefits of Participating**

- |                |  |
|----------------|--|
| <b>Mentor:</b> | <ul style="list-style-type: none"><li>• Ability to pass on valuable skills and knowledge.</li><li>• May gain fresh perspective.</li><li>• Satisfaction from helping others develop as professionals.</li><li>• Strengthen leadership, listening, counseling and teamwork skills.</li></ul>   |
| <b>Mentee:</b> | <ul style="list-style-type: none"><li>• Gain better understanding of the incoming workforce.</li><li>• Focus on goals and gain networking contacts.</li><li>• Increase motivation</li><li>• Improve ability to communicate more effectively and self-advocate.</li><li>• Enhance self-knowledge and self-confidence.</li><li>• Strengthen leadership and managerial skills</li></ul> |

### **KHEDF Defining Mentees:**

**A Mentee is:** an individual who needs/wants to absorb a mentor's knowledge and has the ambition and desire to know what to do with this knowledge.

A mentee is the "gauge" to measure how interactive the connection between the mentor and mentee will be. The mentee decides upon the amount of help and guidance he/she needs. Also, the mentee should take the initiative to ask for help or advice and to tackle more challenging assignments.

<b><u>Good Mentees:</u></b>	
<ul style="list-style-type: none"><li>• Take Initiatives – Sets up &amp; attend meetings</li><li>• Are Open and honest</li><li>• Try to learn– “I want to know” <u>and Share Knowledge</u></li></ul>	<ul style="list-style-type: none"><li>• Are Effective Communicators</li><li>• Are Reliable</li><li>• Respect Differences</li><li>• Respect mentor and their time</li><li>• Build trust with Mentor</li></ul>
<b><u>Expectations of Mentee:</u></b>	
<ol style="list-style-type: none"><li>1. Have a clear understanding of your goal and expectations.</li><li>2. Assume the role of Mentee and self-advocate.</li><li>3. Broaden YOUR self-knowledge and understanding of YOUR interest.</li><li>4. Work on building a Professional plan and Development Goals.</li><li>5. Engage in meetings.</li><li>6. Actively seek out opinions and suggestions.</li><li>7. Ask for Guidance</li></ol>	

## **Ways to Develop**

### **Developing Personal Skills**

- Discuss strengths and weaknesses. Identify ways to develop your skills to achieve your goals.
- Ask for help to understand your skills and ways to develop your capabilities.
- Not be afraid to step out of your comfort zone and participate in activities that will stretch your capabilities.
- Mental Health – The well-being of others is one of the most important things to KHEDF. Be sure to seek professional help when needed.
- Work on Developing Self-Awareness and Fostering Passions.

### **Developing Academic Skills**

- Review Targets/goals. (Are goals realistic? Obtainable? What are any resources gaps?).
- Academic Performance Check and Advising (Grade Check and Suggestion on improvements)
- Seek and take advantage of resources available to them. (I.e. – KHEDF, College/Universities tutoring or Supplemental Instruction courses, Student Support Service, etc.)

### **Developing Professional Skills**

- Ask others about networking connects, lectures, training sessions, and other events to observe and gain knowledge. (Ex: Shadows, Workshops, etc.)
- Create a vision statement that captures where you and where you want to be in 5 years.

Here are a few ways in which you can foster development.

- Setting goals
- Developing an action plan
- Problem-solving
- Following through with a plan or commitment.
- Identify: Priorities/goals, challenges, and barriers.

Note: Your participation in the Kansas Hispanic Education & Development Foundation (KHEDF) Mentorship Program may be dissolved at any time for any reason at the discretion of the Program Manager and/or the Executive Director of KHEDF.

Please direct any concerns to the Program Manager for further action.

For More information or additional questions please contact Mark Guzman, Scholarship and Program Manager at:  
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## **KHEDF Mentorship Program**

### **Mentee Roadmap**

1. Attend Mentorship Program Orientation
  - a. Gain insight on responsibilities
  - b. Build network with other Mentees
2. Initial Meeting
  - a. Reach out and set up initial meeting
  - b. Discuss Expectations!
  - c. Prepare to discuss development goals and objectives.
3. Ongoing Meetings
  - a. Visit Website for Supporting Materials.
  - b. Keep commitments
  - c. Maintain and Update goals as needed
4. Engagement
  - a. Attend development sessions.
  - b. Discuss development sessions.
  - c. Build Network
5. Formal End of Program
  - a. Review goals and celebrate success
  - b. Step up ongoing development
  - c. Reapply to mentorship program

#### **Tips:**

Set Goals – What area(s) do you want to develop?

Brainstorm Ideas – What insight can you connects provide? What targets are you aiming for?

Develop a Plan – What actions can you take? How can you get support?

Assess Progress – What will you measure and how often? How is success defined?