NMCAA Mentor Program Guidance

Welcome to NMCAA’s mentorship program! As a mentor we hope you can enjoy making new connections, gain new ideas and enjoy the feeling of helping a new colleague on their new journey with NMCAA. As a mentee we hope you will gain experience and wisdom from a seasoned colleague, make a great connection, and begin your journey with NMCAA with the tools and resources you need to be successful.

Let’s set some ground rules!

1. Keep communication open and confidential
	* + - Mentor- Let your mentee know when and how you will be available.

Set realistic expectations as to how much time you have and when the best time is for communicating.

Keep all conversations confidential. Mentee’s need to know that you are a trusted person to confide in.

* + - * Mentee- Let your mentor know when and how you are available.

Set realistic goals. Both you and your mentor are busy. Please remember to stick to times that you and your mentor have planned.

1. Get to know each other!
	* + - Mentor and mentee- Remember we all come from diverse backgrounds and experiences. Get to know each other on an individual basis. If for some reason either of you feel this is not a good fit, partnerships can be adjusted.
2. Stay on track! This program is designed to help mentors grow in their leadership abilities and for mentees to improve their job skills and knowledge of their responsibilities.
	* + - Mentors- Give clear guidance and seek additional help if you need to. It is ok if you do not always know the answer.
			- Mentees- Ask specific, job-related questions, and understand if your mentor does not have all the answers.
3. Remember your Coach and Supervisors are there for you! Mentor and mentee collaboration is not meant to take the place of your Coaches and Supervisors, instead it is meant to help bridge connections and provide an additional resource.