

Mentor Training Session
Agenda
Date: April 10, 2019
Location: Prescott Extension Office
Time: 1:00 PM

- Welcome & Introductions
- Mentor Program Overview
- What is a Mentor?
- Successful Mentoring
- Behavioral Styles
- What the Class Has Been Told
- Open Forum
- Mentor Contact Log
- Mentee's Planning Sheet
- Review Calendar
 - May 8, 9am to 12:30pm*
 - Public Outreach Training*
 - Certification Plan Workshop*
 - Sign-up for Volunteer activities*
 - May 15, 6:30pm*
 - Class Welcome – Mackin Bldg, Prescott*

Handouts to include: Mentor/Mentee list, Class photos, Mentee Information Sheets

4/3/2019

Mentor Program Overview

Purpose of the Mentoring Program: To support and assist Associate Master Gardeners as they acquire their certification hours and become part of the MG community.

Mentor Criteria and Responsibilities

- Mentors will be certified Master Gardeners who have an “active” status and attend monthly MGA meetings.
- Mentors will receive volunteer hours for time spent in the mentor process.
- Mentor responsibilities:
 - a. Attend the Mentor Training Session.
 - b. Attend the Certification Plan Workshop.
 - c. Attend Class Welcome meeting.
 - d. Maintain periodic contact (phone call, email, card) with mentee through the first year of the certification process.
 - e. Be available to mentee for questions and guidance.
 - f. Encourage mentee to attend monthly MGA meetings and if possible, carpool with the mentee.
 - g. Submit contact log or e-mail to Mentor Coordinator periodically.
 - h. Participate in mentee’s recognition of certification when awarded at MGA meeting.

Associate Master Gardener Responsibilities

- a. Attend the Certification Plan Workshop.
- b. Communicate with their mentor during the certification year.

Mentor Coordinator’s Responsibilities

- a. Provide guidelines, ideas, etc. to mentors.
- b. Attend MG training classes to become familiar with the current mentees.
- c. Work with the mentors in the mentee/mentor matching process.
- d. Organize and implement the Mentor Training Session and the Certification Plan Workshop.
- e. Send periodic reminder to mentors to send log and follow-up with mentee.

“We make a living by what we get, we make a life by what we give.”

- Winston Churchill

Mentoring

What is a Master Gardener mentor?

A mentor:

- Is an advisor
- Is a guide, coach, and role model
- Has knowledge or expertise to encourage mentee's ability
- Is willing to give what he or she knows without expectation of reciprocation
- Represents accomplishment, knowledge and skill

There is no specific formula to integrate the proper personal and professional qualities to create a successful mentoring relationship. Some individuals are attracted to opposites; others are attracted to those with similar interests, styles, and backgrounds. Regardless, the mentor should do all of the following when becoming acquainted with the mentee.

How to get acquainted with your mentee –

- Introduce yourself to your mentee and let him/her know how to address you. Be confident and smile.
- Learn how to pronounce the mentee's name. Write it down correctly and phonetically.
- Give your mentee the confidence that you will be dependable and will be in contact with him/her on a regular basis.
- Accept your mentee as she/he is. Be nonjudgmental and maintain an attitude of generosity.
- Use positive reinforcement to encourage your mentee.
- Help your mentee to understand the meaning and value of goal planning. Get your mentee to think about their certification plan.

The most effective mentors offer support, challenge, patience, and enthusiasm while you guide your mentee to new levels of achievement. Although you may be more knowledgeable and experienced, do not view yourself as superior to your mentee(s).

“A lot of people have gone further than they thought they could, because someone else thought they could.”

- Author Unknown

Successful Mentoring

Communicating and Connecting

Forget yourself.

Find out what mentee is interested in and run with their subject.

Ask questions.

Offer genuine compliments and receive compliments graciously.

Smile – make eye contact and practice welcoming body language.

Listen carefully and remember details.

After your mentee volunteers for an event, ask them about their experience

Know Your Personal Style – Accommodate Your 's Personal Style

Task oriented people – like to do specific tasks

"People oriented" people – like to interact with others

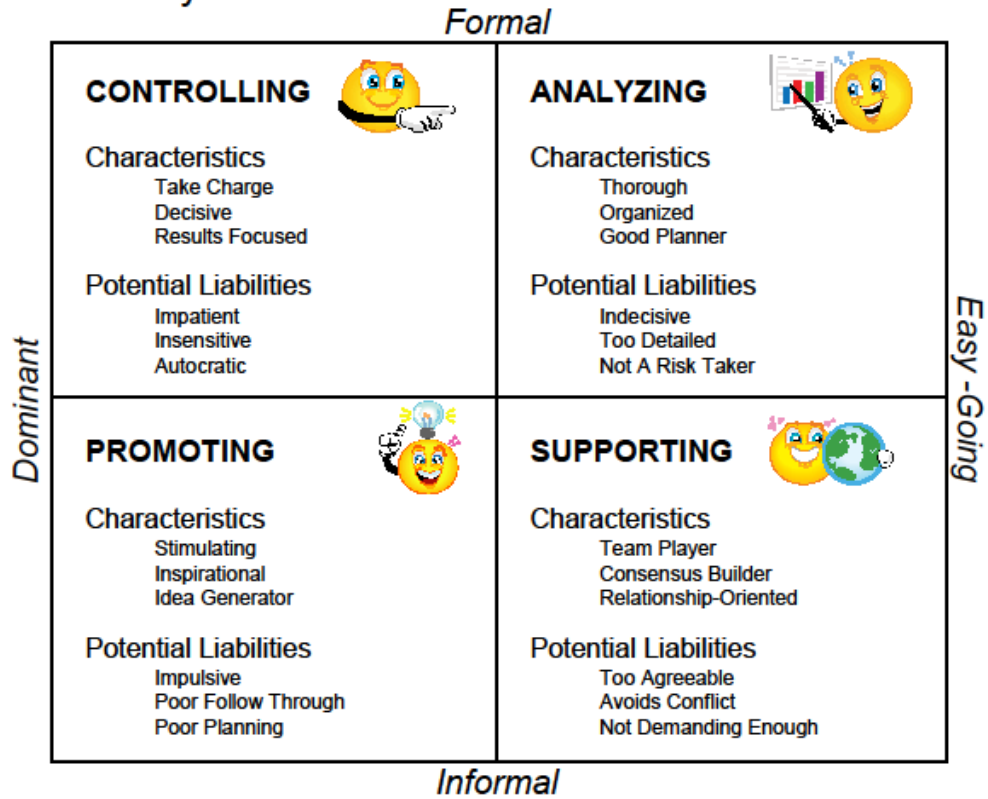
Structured people – like to have a plan

Unstructured people – like to have options

“It’s much easier to become interested in others, than it is to convince them to be interested in you.”

- Dale Carnegie

Behavioral Styles



What the Class Has Been Told

- They will be assigned a mentor
- They must be Designated Campus Colleagues before they can volunteer
- They will receive an e-mail before May 8th with explanation of volunteer activities they may sign-up for on that day
- On the last day of class they will receive a certificate indicating class completion/DCC process completion
- They may keep track of hours if they:
 - prepared plants for Monsoon Madness
 - attended MGA meetings
 - activities have been preapproved

What Happens on May 8th

- Mentors attend class & meet mentees
- Mentors bring refreshments ??????
- Public Outreach Training (includes behavioral styles) – required B4 volunteering and for certification
- Certification Plan Workshop
 - Presentation on mentor /mentee responsibilities
 - You help Mentee plan activities for certification
 - You discuss styles, how you will communicate, etc.
 - Discuss volunteer activities & help them select activities that fit their style
- Mentees may sign up for Farmers Mkts, Monsoon Madness, Speakers Bureau, County Fair-Floriculture and Horticulture, Help-Desk, County Fair??, VA grounds??, Heritage Zoo garden??

What Happens on May 15th - Last day of class

- Jeff reviews test answers
- Jeff reviews Program Policy and Terms of Agreement
- Mary explains how to report hours
- Class members receive class completion certificate
- Lunch provided to class

Additional Information

- Speakers Bureau -
 - o Speaker guidelines, presentations, and reference documents are on the website
 - o All materials created as Volunteers are property of Extension & may be used by other MGs
- Free on-line tutorials are available on U of A website
<http://uits.arizona.edu/services/uacbt-computer-based-training>
 - o Click on “Go to UACBT Login” on the right side of the screen.
- Know how to find info on our website

When Mentee Reaches 50 Hours

- Message is sent to Nora Graf for newsletter w/ cc to mentor, Cindy Pitcher, Betty Loos & Membership chair (Cathy Michener)
- Mentor makes congratulatory contact with mentee
- Nametags and certificates are presented at MGA meetings. If mentee is not at the meeting, an e-mail will be sent to pick up nametag/ certificate at Extension ofc.
- Membership chair informs mentee they can now order logo wear

Hours Reporting

- Encourage mentee to report hours monthly, not wait until the end of the calendar or fiscal year to send all 50 – takes a while to get nametag & June hours are not posted until August & December hours are not posted until later in January
- It is ok to put multiple months on one report, but don’t combine fiscal or calendar years (i.e. don’t combine Jun & Jul or Dec & Jan on same report)
- If mentee asks a question or if Mary sends them a message about hours, etc, the mentor may be bc’d
- Associate MGs are not added to the Hours spreadsheet until they submit hours
- MGs are dropped from the Hours spreadsheet if no hours reported in 12 month period (moved to inactive & deleted from DCC system)

Important Dates

- *When to contact mentee – Date?*
- *May 8th - (See handout for details)*
 - o *Meet mentee, Certification Plan Workshop*
 - o *9:00am – 12:30pm*
 - o *Mackin Bldg*
 - o *Mentors bring refreshments???*
- *May 15th – Class Welcome*
 - 6:30pm*
 - Mackin Bldg*

