

Mentor Handbook: Boulder-CU Leadership Program

Welcome to the mentorship program! We're excited to have you as a mentor, helping shape the future leaders of tomorrow. This handbook outlines guidelines and best practices to ensure a successful and rewarding experience for both mentors and mentees.

Key Roles and Responsibilities

- 1. Commitment**
 - Dedicate at least **14 hours** of mentoring throughout the program.
 - Be punctual and attend all scheduled sessions with your mentee.
 - 2. Building Relationships**
 - Establish trust and encourage **open communication**.
 - Set clear expectations and boundaries from the outset to avoid misunderstandings.
 - 3. Goal Setting**
 - Guide your mentee in setting realistic, measurable goals.
 - Assist in creating actionable plans to achieve these objectives.
 - 4. Active Listening**
 - Engage in active listening: maintain eye contact, provide feedback, and give your full attention.
 - Encourage open discussions where your mentee feels comfortable expressing their thoughts and concerns.
 - 5. Guidance and Support**
 - Offer constructive feedback and share your experiences to guide your mentee.
 - Encourage them to explore new challenges and opportunities for growth.
 - 6. Confidentiality**
 - Respect your mentee's privacy and maintain confidentiality unless there's a risk of harm.
 - 7. Reflection**
 - Schedule regular reflection sessions to track progress.
 - Help your mentee document their learnings and development.
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Effective Communication

- **Regular Check-ins:** Establish a consistent meeting schedule with your mentee.
 - **Constructive Feedback:** Provide honest and actionable feedback to support growth.
 - **Open Dialogue:** Foster a comfortable environment for candid discussions.
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Suggested Mentoring Activities

- Discuss your mentee's career aspirations, current challenges, and potential opportunities.
- Review and offer feedback on resumes, cover letters, and professional documents.
- Conduct mock interviews and provide feedback.

- Share networking opportunities and introduce them to relevant professionals.
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Reflection and Evaluation

- **Expectations Agreement:** Assist your mentee in setting goals that are SMART and that you can help them reach.
 - **Final Reflection:** Engage in the final reflection session to assess accomplishments and areas for future growth.
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Cancellations & Rescheduling

- **24-Hour Notice:** If you need to reschedule, it is a common courtesy to provide at least 24 hours notice. We ask students to do the same.
 - **Confirm Appointments:** A best practice is to confirm meetings 24 hours in advance to reduce no-shows or last-minute cancellations.
 - **Reassignments:** If the mentor-mentee pairing doesn't feel like a good fit, or if your mentee does not reach out to you, please inform the Program Manager at Jessica.Follett@Colorado.edu to explore other options.
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Resources and Support

- Access mentorship resources from the Center for Leadership [here](#).
 - Expect monthly newsletters with tips, resources, and ideas for mentoring sessions.
 - Contact the [Program Manager](#) for further assistance at any time.
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Career Services

The Career Services Office offers various programs, services, and resources to assist students in pursuing their career goals. From resume-building to job search strategies, their support can be invaluable to your mentee's development.

- **Location:** Center for Community (C4C), S440
 - **Phone:** (303) 492-6541
 - **Email:** career@colorado.edu
 - **Website:** [CU Boulder Career Services](#)
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Supporting Student Mental Health

It's important to know how to support your mentee if they're struggling. It is not your job to be a mental health expert. If your student is struggling with mental health, please provide them with these free on-campus options.

- **[Counseling and Psychiatric Services \(CAPS\)](#):** 24/7 support available. Call (303-492-2277) for assistance.
 - **[Office of Victim Assistance \(OVA\)](#):** Confidential support and trauma-focused counseling. (303-492-8855)
 - **[Basic Needs Center](#):** One-stop support for essential student needs. (303-735-4496)
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First Meeting Tips

- **Build Trust:** Share about yourself and learn about your mentee.
 - **Set Expectations:** Use the Expectations Agreement to establish a regular meeting schedule and goals for each session.
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Sample Leadership Discussion Topics

- Discuss the impact of leadership in your career.
 - Share examples of leadership success and failure.
 - Explore different leadership styles and their effectiveness.
 - Reflect on how integrity and ethics play a role in leadership.
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Powerful Questions to Ask Your Mentee

Rather than providing solutions, guide your mentee through thoughtful questions:

- What makes this challenge important to you right now?
 - What options are you considering?
 - How does this align with your broader goals and values?
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Thank you for your dedication to mentoring and helping shape tomorrow's leaders! For any further details or assistance, don't hesitate to reach out to Jessica.Follett@Colorado.edu or visit the [Boulder-CU Leadership Program](#) page.