



Growing Together

3- Month Mentorship Guidance

At A Glance

Program Structure

- Overview
- General Guides
- Code of Conduct
- Program Outline

Activity Sheets

- Personal Development Plans (PDPs)
- Activity Logs
- Chec-ins & Evaluations



"We're wired for story. In a culture of scarcity and perfectionism, there's a surprisingly simple reason we want to own, integrate, and share our stories of struggle. We do this because we feel the most alive when we're connecting with others and being brave with our stories - it's in our biology."

- Brene Brown

Overview

This guide outlines a structured mentorship experience for mentor–mentee pairs participating in the Growing Together Mentorship Initiative. It provides a foundational 3-month timeline with an optional 3-month extension, supporting long-term professional growth, connection, and impact.

The experience emphasizes regular engagement, mutual learning, and exposure to core district operations through check-ins, shadowing, collaborative projects, and reflection. Mentor–mentee pairs can follow the base 3-month plan or opt to continue their partnership into a deeper 6-month experience.

Utilization

This guide provides a flexible yet structured framework to support meaningful mentorship. Each pair should tailor activities to the mentee's goals and the mentor's expertise, using this document to stay organized and on track. The optional 3-month extension allows for continued engagement, skill reinforcement, or collaboration on longer-term projects.

Purpose

- Promote professional growth, skill development, and confidence for mentees.
- Foster meaningful connections and knowledge exchange between mentors and mentees.
- Provide a clear, actionable structure to guide mentorship activities and track progress.
- Encourage reflection, accountability, and collaborative problem-solving.
- Support sustained engagement through an optional program extension.

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MENTORSHIP PILOT PROGRAM



Encouragement & Guidance for Mentors: Connecting with Your Mentees

Starting a new mentoring relationship can feel rewarding and challenging. Remember — as a mentor, your role is to guide, support, and encourage your mentee's growth. Building trust and connection from the start is one of the most valuable contributions you can make to someone's professional development.



01.



Why Mentoring Works:

- 94% of mentees say mentoring helped them feel more confident in their role.
- 80% of mentees report career growth and increased skills after mentorship.
- Mentees with mentors are five times more likely to be promoted than those without.

02.

Tips for Starting Your Mentor Relationship

- **Build Trust:** Take a genuine interest in your mentee and get to know them as a person.
- **Set Goals:** Clarify objectives and communication preferences early on.
- **Guide Thoughtfully:** Offer advice while helping your mentee find their own solutions.
- **Share Experience:** Reflect on your journey and provide constructive feedback.
- **Celebrate & Encourage:** Recognize achievements and motivate growth.
- **Lead by Example:** Demonstrate professionalism and minimize distractions during sessions.
- **Be Consistent:** Keep regular check-ins to build momentum and accountability.

03.

Helpful Resources

- **Conversation Starters:** Find suggested questions and topics for your first meetings- [resource](#).
- **Communication Tips:** Learn how to maintain a productive mentoring relationship- [resource](#).
- **Professional Development Tools:** Access webinars, podcasts, and reading materials on leadership and conservation- [resources](#).



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Mentor Guidance

Your Role:



- Serve as a consistent presence and professional role model.
- Share experience, constructive feedback, and honest reflection.
- Encourage critical thinking, confidence, and collaboration.



Best Practices:

- Schedule regular check-ins (minimum biweekly).
- Create space for learning, questions, and ownership.
- Share professional missteps and growth moments.
- Track progress and adjust support as needed.



Mentor Goals:

- Help mentee build a personalized growth plan.
- Provide at least one hands-on or experiential opportunity.
- Introduce broader systems or partners in conservation.
- Complete required check-ins and final evaluation.

Questions?

Contact Brandy Myers at brandy.myers@ncagr.gov or 919-707-3785 for more information or assistance.

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Encouragement & Guidance for Mentees: Connecting with Your Mentor

Starting a new mentoring relationship can feel intimidating, but remember — your mentor is here to support you and help you succeed. Many new employees feel nervous at first, but building this connection is one of the most valuable steps you can take for your professional growth.



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Tips for a Successful First Contact

- **Keep it simple and direct:** Example: “Hello [Mentor’s Name], I’m [Your Name], and I’m part of the New Employee Onboarding Program through the NC Division of Soil and Water. I would love to connect with you as my mentor for Phase 4.”
- **Prepare a few questions or topics:** Think about what you want to learn or discuss, such as day-to-day duties, career advice, or district operations.
- **Remember, mentors want to help:** They’ve been in your shoes and are eager to share their experience and support your growth.
- **Use multiple ways to connect:** Email, phone call, or video chat — whichever feels comfortable for you both.

03.

Helpful Resources

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Mentee Guidance



Your Role:

- Own your professional development.
- Be curious, respectful, and consistent.
- Take initiative and follow up on opportunities.



Best Practices:

- Keep a journal or reflection log.
- Request experiences or feedback respectfully.
- Communicate openly about goals or challenges.
- Complete the Personal Development Plan and required activities.



Mentor Goals:

- Draft and follow a Personal Development Plan.
- Participate in at least one collaborative or experiential activity.
- Reflect on long-term career goals and how to reach them.
- Submit feedback and optional testimonial.

Questions?

Contact Brandy Myers at brandy.myers@ncagr.gov or 919-707-3785 for more information or assistance.

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Code of Conduct: Mentors, Mentees, and Event Participants

All participants in the Growing Together Mentorship Initiative are expected to uphold the highest standards of professionalism and integrity. This Code of Conduct ensures that events, mentoring relationships, and communications remain respectful, inclusive, and productive.

All Participants Must:

- Treat others with respect, dignity, and empathy.
- Act in alignment with the values of conservation, community, and service.
- Avoid discriminatory or harassing behavior of any kind.
- Maintain confidentiality of sensitive information.
- Represent their district, the partnership, and this program professionally.

Mentors Must Also:

- Model ethical leadership and set a positive example.
- Be reliable and timely in commitments to mentees and program events.
- Offer guidance, not directive supervision.
- Commit to being reflective, open, and continually learning.

Mentees Must Also:

- Engage proactively in the mentoring relationship.
- Respect their mentor's time and experience.
- Take initiative in their learning and development.

Event Hosts and Facilitators Must:

- Create inclusive, accessible environments.
- Be prepared, communicative, and responsive to attendee needs.
- Promote collaboration and connection.

Reporting and Enforcement: Violations of this Code may be reported confidentially to the Mentorship Oversight Committee. Reports will be investigated promptly and may result in removal from the program or disqualification from future participation.

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Mentoring Program Tools & Templates

1. Mentorship Kick-off Checklist

A structured checklist to guide the initial meeting between mentor and mentee, covering scheduling, expectations, communication preferences, code of conduct review, goal setting, and contact sharing.

2. Personal Development Plan (PDP) Template

A form for mentees to articulate learning goals, skills to improve, planned development activities, and both short- and long-term career objectives.

3. Activity Log & Reflection Worksheet

A tracking tool where mentees document dates, types of activities (shadowing, meetings, projects), time spent, and key lessons or reflections.

4. Midpoint Check-In Form

Used around Week 8 (or halfway point in extended mentorship) to facilitate reflection and feedback on progress, challenges, and adjustment of goals.

5. Final Evaluation Form

Completed at the end of the mentorship to review accomplishments, overall experience, impacts, and recommendations for future program improvement.

6. Extended Mentorship Planning Sheet (For 6-month option)

An optional tool to set new goals, schedule additional check-ins, and plan advanced collaboration for mentees and mentors opting to extend the relationship.

These tools serve as a foundation to support consistent communication, goal clarity, progress tracking, and formal reflection, all essential for effective mentoring relationships.

3-Month Mentorship Outline

WEEKLY BREAKDOWN



1	☐ Kick-off Meeting: Set expectations, communication preferences, mentorship goals, and schedule. ☐ Complete Mentor & Mentee Program Registration
2	☐ Identify skill areas, learning goals, or onboarding gaps. ☐ Begin drafting a Personal Development Plan (PDP).
3	☐ Shadowing Activity: Mentee observes mentor in a key task (e.g., landowner site visit, planning meeting, technical review).
4	☐ Check-in #1: Discuss early observations and review/refine the PDP.
5	☐ Begin collaborative activity (e.g., outreach materials, conservation plan input, workshop prep).
6	☐ Mentee participates in hands-on or field activity with the mentor.
7	☐ Discuss professional development (certifications, long-term training, leadership pathways).
8	☐ Check-in #2: Midpoint evaluation and review of collaborative progress. ☐ Mentor provides feedback and revisits PDP.
9	☐ Continue mentorship discussions and project development.
10	☐ Career Mapping Session: Explore next steps, growth opportunities, and networking.
11	☐ Mentee prepares a reflection summary and brings questions to final meeting.
12	☐ Wrap-Up Meeting: Reflect on mentorship journey, share feedback, and complete final evaluations. ☐ Submit mentor and mentee feedback forms and optional testimonial.

Mentorship Kick-off Checklist

COMPLETE WEEK 1

- ☐ Schedule initial meeting
- ☐ Review program goals and expectations
- ☐ Discuss communication preferences (email, phone, in-person, etc.)
- ☐ Complete Growing Together Mentor & Mentee Program Registration
- ☐ Identify at least 3 mentee goals
- ☐ Review the mentorship timeline and milestones
- ☐ Schedule tentative future check-ins
- ☐ Share contact information



Personal Development Plan (PDP) Template



Mentee Name: _____

Mentor Name: _____

Date Started: _____

Key Learning Goals:

- 1** _____
- 2** _____
- 3** _____

Development Activities:

Shadowing Opportunities: _____

Hands-on projects: _____

Trainings/events: _____

Skills to Improve or Gain:

- 1** _____
- 2** _____
- 3** _____

Short Term Goals (3-6 months):

Long-term Goals (1-3 years):

Milestone Dates:

Midpoint Check-In: _____

Final Evaluation: _____

Activity Log & Reflection Worksheet

For 3-Month Mentorship



Mentee Name: _____

Mentor Name: _____

Date: _____ **Activity:** _____ **Time Spent:** _____

Description of Activity:

Reflection/ Takeaway:

Date: _____ **Activity:** _____ **Time Spent:** _____

Description of Activity:

Reflection/ Takeaway:

Date: _____ **Activity:** _____ **Time Spent:** _____

Description of Activity:

Reflection/ Takeaway:

Mid-Point Check-In Form

For 3-Month Mentorship



Mentee Name: _____

Mentor Name: _____

Date of Meeting: _____

What Progress has been made on your goals?

What challenges or barriers have emerged?

What feedback do you have for each other?

What has been the most valuable experience?

Do we need to adjust our goals or timeline?

Signatures:

Mentor: _____

Mentee: _____

Final Evaluation Form

For 3-Month Mentorship



Mentee Name: _____

Mentor Name: _____

Date of Meeting: _____

What key skills or knowledge has the mentee gained?

What activity was most impactful and why?

Was the mentorship structure supportive and effective?

Mentee Reflection:

Mentor Reflection:

Signatures:

Mentor: _____

Mentee: _____

Extended Mentorship Planning Sheet

Option 6-Month Mentorship Program



Mentee Name: _____

Mentor Name: _____

Date of Meeting: _____

New or Refined Goals (Months 4-6)

- 1** _____
- 2** _____
- 3** _____

Planned Activities:

Continued Shadowing: _____

Project Collaboration: _____

Co-present/ lead a training: _____

Check-In Schedule:

- Month 4** _____
- Month 5** _____
- Month 6** _____

Final Reflection/ Notes:

Signatures:

Mentor: _____

Mentee: _____