

"CWITA was a good opportunity that brought to light a lot the different companies in the area who are looking for people to hire. I never realized the number of different companies in the area that were looking for more people."

CWITA Mentee

"Being a part of this mentorship pilot provided so many meaningful lessons learned. In the future, it's not only the sharing of ideas I am excited with, but also the continued improvement in myself that I am excited to discover!"

CWITA Mentor

A Guidebook for the Mentoring Journey

Introduction

The Central Wisconsin Information Technology Alliance (CWITA) was founded in 2015 and is a group of action focused employers in Central Wisconsin working together to enhance the image of IT careers and position the region as a hub for IT opportunities. CWITA collaborates with the K-16 education system to strengthen IT career pathways and assist in growing our regional IT workforce.

Program Goal

To provide support and guidance for students seeking a career in the IT profession by providing ongoing mentoring, coaching and support to mentees, both informally and formally, throughout a specific timeframe.

Program Details

- Runs the academic school year, approximately October through May
- Mentor time commitment is a minimum of 2 hours per month
- Mentee time commitment is a minimum of 2 hours per month
- Structured program guided by the mentee and reinforced by the mentor as needed
- Ideally the program begins and ends with a face-to-face meeting
- Monthly contact/communication can be face-to-face, phone, email, etc.
- Mentorship Program social network via LinkedIn group

The Mentor

The best mentoring relationships are those that develop naturally, and acquire their own energy. How you choose to play the role of mentor will be determined by your own personal style and the dynamics of the relationship.

Mentor Responsibilities

- Willingness to meet on a monthly basis as a minimum
- Serve as a wise and trusted advisor
- Engage student and encourage them to contact you regarding dilemmas or problems
- Help student gain confidence, clarify goals and develop effective networking skills



- Give timely, supportive and constructive feedback and help them improve their competencies including critical thinking, ethical decision making, interpersonal relations, teamwork, time management, effective project management, and leadership skills
- Be a professional role model allowing your student to observe and interact with you in order to understand how to become a productive, effective and respected employee and leader
- Give periodic evaluations of student's professional and career development progress

An Effective Mentor Will:

- Share critical knowledge
- Share networking strategies and contacts
- Coach and teach by example
- Provide honest, constructive feedback
- Help build self-confidence
- Offer advice and encouragement
- Give of their time
- Act as a sounding board
- Listen and ask questions
- Maintain confidentiality
- Celebrate success!

The Mentee

Mentee Responsibilities

- Drive the relationship – ask for meetings on a monthly basis at a minimum
- Mentees are responsible for notifying their mentor if they are unable to make a scheduled check-in
- Mentees should be prepared with an agenda and goals to work on with their mentor during each scheduled session
- Mentees agree to participate in the evaluation process which includes an assessment of their mentor, and the completion of an anonymous feedback survey
- Seek advice from mentor and be receptive to constructive feedback about career path decisions, skills competency development, and professional development plans
- Be responsible, respectful, dependable and committed to building a productive mentoring relationship
- Be motivated and proactive in clarifying your career goals, improving your work competencies and developing networking contacts

An Effective Mentee Will:

- Prepare and send an agenda prior to each meeting
- Send a summary email with action steps after each meeting
- Be respectful of the mentors time
- Set and work toward goals
- Listen and ask questions
- Take initiative in managing the relationship
- Be receptive to coaching and feedback
- Be open to new ideas and approaches
- Take action to modify behaviors and develop skills
- Recognize individual differences and respect the mentoring relationship
- Maintain confidentiality
- Celebrate success!