



*Half a Century of Protecting  
Nebraska's Water Environment*

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## Mentoring Program Guide

by AWWA/WEF UNL student chapter

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**Mission:** This mentoring program guide aims to provide examples of topics that mentors and protégés can consider to help facilitate the conversation during meetings. It mainly includes five sessions: 1. Orientation, 2. Technical skills, 3. Interpersonal skills, 4. Career path, 5. Resumes.

It is highly recommended that the mentors and protégés define a set of desired outcomes before each meeting and to reflect on their conversation afterward by preparing a short summary of what was discussed and learned in each meeting. Please note that the guide is only for suggestion and it is up to the mentor and protégé to decide on the exact content of the meetings.

**Orientation:** Get to know each other and set goals for the overall mentoring program.

- Discuss goals they would like to achieve from the mentoring program.
- Share each other's background, such as education, and personal hobbies.
- Mentor shares industry information, expectations for college students, challenges and plans for the future.
- Protégé shares potential career paths and explains why.
- Plan next meeting, including outcome goals and schedule.

**Technical Skills:** Work on how to help the protégé plan on improving their current skill sets.

- Protégé shares a current skill list with mentor. Be honest to assess their current skills, not as a sales presentation.
- Mentor prepares a sample of job description, including a desired skills list.
- Mentor identifies areas where the protégé can further develop their skills and help protégé set a realistic plan on how to develop those skills.
- Plan next meeting, including outcome goals and schedule.

**Interpersonal Skills:** Assists protégé with developing and improving skills that relate to dealing with colleagues.

- Review meeting notes from previous session, follow up on current affairs.
- Mentor defines interpersonal skills and lists a few examples.
- Mentor shares amusing or interesting experiences from work, protégé may share similar situations, if applicable.
- Mentor identifies interpersonal skills from shared experiences.
- Mentor explains the importance of maintaining interpersonal skills with colleagues at work places.
- Protégé creates a list of skills from the discussion and identifies some they can relate with and those they need to strengthen.
- Plan next meeting, including outcome goals and schedule.

**Career Path:** Enable mentor and protégé to share lifelong career goals

- Mentor tells their career story in detail, where and how career started, changes made along the way and shares some personal learning experiences.
- An open honest discussion on the protégé's long-term and short-term career goals
- Mentor advises protégé on skills and professional activities to focus on to achieve the afore-discussed professional goals
- Protégé writes a list of skills they intend to focus on to achieve career goals.
- Plan next meeting, including outcome goals and schedule.

**Resumes:** Discussions will lead to resume development and modification in preparation for interviews and the job search

- Mentor shares their updated resume with their protégé and walks them through it.
- Protégé presents their updated resume which is discussed in detail.
- Mentor gives feedback to the protégé and directs them on what work and educational experiences to emphasize on in the resume.