

CALP Class 50 Mentoring Program Guidelines

Purpose: The purpose of the CALP Class 50 scholarship mentoring program is to use skills and expertise from class 50 members to foster the personal development of California youth in the hopes of further strengthening the agriculture industry.

Scholarship recipients will be matched with California Ag Leadership Class 50 members (or others as appropriate) based on background, interests, availability, using the scholarship application as a guide to find the best match. The mentorship committee will select a mentor, and upon agreement by the mentor, mentee will be notified, and contact information provided.

Together the mentor and mentee will determine their expectations and how best to structure the relationship. Through one-on-one contact, mentors will be a resource and a coach for a twelve-month period. Mentors and mentees should meet at least once a month during that time. Meetings can be in person, via phone, or by other virtual means. Participants may extend the relationship as desired. If the mentor/mentee match is not a good fit, the participants should inform the Class 50 mentorship committee as soon as possible in the process.

The participating individuals will discuss what they hope to gain from the program and decide how and when to schedule meetings.

- **Mentor Tasks and Responsibilities:**
 - Develop and maintain relationships with your mentee through regular contact (at least once per month)
 - Serve as a positive role model
 - Connect your mentee with other professionals of interest
 - Maintain confidentiality with any information shared
 - Guide the mentee to identify realistic, attainable goals
 - Guide the mentee to develop a plan, with clear tasks, for achieving his or her goals
 - Direct the mentee to other classmates, or professionals, who can aid their development
 - Support the mentee in following his or her plan
 - Assist with identification of internship opportunities
 - Provide constructive feedback and accountability
 - Evaluate what has been achieved and learned
 - Accept constructive feedback and act on it in a timely manner
- **Mentee Tasks and Responsibilities:**
 - Identify the skills, knowledge that you want to achieve and communicate them to your mentor
 - Develop and maintain an action plan and work with your mentor to set up realistic goals, developmental activities, and timeframes
 - Bring up new topics that are important to you at any point and give feedback to your mentor
 - Work with your mentor to find resources for learning; identify people and information that might be helpful

- Look for opportunities to give back to your mentor; share any information that you think might be valuable
- Develop and maintain relationships with mentors through regular contact (at least monthly)
- Maintain confidentiality with any information shared
- Be prepared for each meeting
- Communicate effectively
- Provide regular updates to your mentor
- Accept constructive feedback and act on it in a timely manner
- Be open to trying new ideas
- Follow through on commitments
- Commit to on-going improvement
- Meetings can cover any topic relevant to mentor and mentee, however some suggestions that can be incorporated into meetings are:
 - First meeting: Introductions, discuss mentor career and educational backgrounds and mentee educational and career interest. Discuss your goals and objectives for the mentorship program. Decide on the best form of communication for scheduling future meetings (i.e. telephone, email). Decide how to schedule meetings and how often to communicate
 - Modes of Conflict
 - Crucial conversations
 - Leadership and Self Deception: What is the box and how to get out of it.
 - Feedback- how to give and receive. What is effective feedback?
 - Discusses areas of potential growth and improvement, with examples of potentially damaging behaviors or attitudes
 - Work/life balance: Discuss the challenges in achieving work/life balance. Outline a plan for achieving professional success without sacrificing your personal/family life
 - Leadership/Teamwork: Discuss the importance of leadership and teamwork to being successful. Talk about the challenges of working as part of a team. Identify characteristics of a good leader and steps for improving your leadership skills
 - Celebrate successes