

# **Your Mentor**

## **What is a mentor?**

“Mentor” was the name of a loyal friend and advisor of Odysseus in Greek Mythology and the teacher of Odysseus’ son. The term mentor has become associated with assistance to an individual. It is commonplace to hear mentor described as a teacher, friend, advocate, trainer, coach, role model, and developer of talent. A worksite mentor can play an important part in assisting an apprentice in developing the skill and competency required for success in the workforce. With this thought in mind, the following is information to help you understand the role of your mentor..

An integral part of the WBL student. A mentor provides guidance and encouragement to the student as well as being involved in the teaching of work tasks and job responsibilities to the student.

Many different individuals may be involved in teaching a WBL student or a single person may take on the entire responsibility depending upon the size of the business. In either case, one individual in a business is usually designated as the mentor.

A mentor is a friend, a counselor, a tutor, a coach, a supervisor, someone you can trust.

This may be the first job for many for you and you are unsure of what is required of you at your work site. Your mentor will be there to answer questions, and encourage you so that you can succeed on the job

Communication is very important. If you do not understand directions or are unclear about certain information you are encouraged to ask questions. Share information about yourself with your mentor. Your mentor wants to get to know you and your goals for the future. Like a coach, your mentor can train you for success in the world of work.

## **Questions about your work site?**

### **ASK YOUR MENTOR FIRST.**

You may then be directed to contact another person in the office. Your mentor will explain rules and safety standards and show you how to operate equipment needed to perform your job duties.

**REMEMBER, THE MENTOR IS THERE TO HELP YOU.**

## **INTERACTING WITH AUTHORITY**

The relationship you have with your mentor will be one of the most important relationships you will have during your Youth Apprenticeship experience.

Applying the guidelines you've already read and the advice below will help you have the best possible relationship with your mentor.

- Always treat your mentor with courtesy and respect
- If you need something, ask for it, don't demand it.
- Accept constructive criticism
  - Listen to it
  - Learn from it
  - Don't feel put down

Constructive criticism is meant to help you improve your future work performance. It is an important part of working. If you accept what is being said, you can learn what to do the next time.

## **HANDLING PERSONAL RELATIONSHIPS**

- Personal calls during work hours are not allowed.
- Socializing is limited to break time and lunch.
- Visiting fellow students during work hours is not permitted.
- **NEVER LEAVE YOUR ASSIGNED PLACE OF WORK WITHOUT PRIOR PERMISSION FROM YOUR MENTOR.**