



Coalition of Black Social Workers

Engage. Connect. Empower.

MENTORING PROGRAM GUIDE

2021-2022

Welcome to the CBSW Mentor/Mentee Guide

We are glad you chose to join the Coalition of Black Social Workers. As a member of CBSW, we urge you to be engaged in every aspect of the mentorship program. Bring your entire being into this space for growth, development, lifelong friendships, professional relationship building and so much more.

Connect with not only university faculty but experienced Social Work professionals who look like you. Build your network of caring and supportive individuals. We understand your journey and are here to help you navigate rough terrain, still waters, and everything in between. We have experienced Social Work professionals in Education, Politics, Social Services, Non-profit Management, Social Justice, Health Care, Research, and many more.

Upon graduation, we want students to feel empowered to put their best foot forward, set goals, crush them, and reach new heights. Now is the time to be your best and do what it is you came to do. Set high goals and standards for yourself. The CBSW is here to help you make those achievements a reality.

Below you will find a list of resources for your journey, contact information for our Founder and Executive Director, Carmen Reese Foster, the CBSW website, and social media pages.

The following pages contain the CBSW mentor and mentee participation agreement. We ask that you abide by this agreement to get the most significant benefits possible from this program.

Also included in this packet is a proposed mentor/mentee agenda/guide to assist with structure and formatting. This helps establish a baseline and provides guidance on expectations and desired outcomes for both the mentee and mentor.

There is a suggested reading list provided by our mentors, a link to a free version of CliftonStrengths Assessment (High5), and various templates to be used at mentee/mentor discretion.

Once again, welcome to the CBSW's mentor program. Much success and greatness for the school year and beyond.

The CBSW wants to recognize Latamera Woodley, MSSW, for her work in creating this guide for our mentorship program. We appreciate her wisdom and expertise in this area. It takes all of us.

With gratitude and great hope,



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The CBSW Mentor Program

The CBSW Mentor Program is a one-on-one program model, which asks for a one year commitment, where the mentor and mentee connect once per month.

1. CBSW Mentor Program Goals:

- a. To engage mentees and connect them with a professional mentor who will help guide them throughout the school year.
 - b. To empower mentees to continually set goals and reach new heights in the field of Social work.
 - c. To provide a safe space for Black Social Workers to relax, relate, release, and continue their journey.
2. The CBSW Mentor Program serves Black Students in the field of Social Work. Anyone registered as a student in the College of Social work at respective member schools qualify for the CBSW Mentor Program. Professional Social Work Mentors are pooled from the Coalition of Black Social Workers membership.
 3. Mentors will share knowledge around professional development, setting boundaries, self-care, recommendations for updating resumes, building networks, translating/transferring skill set, developing a personal vision and mission statement, as well as creating an overall safe space to voice concerns, fears, challenges, etc.
 4. Mentees will check in with Professor Foster once per semester to discuss their progress and their experience.
 5. The CBSW Mentor Program is from September – April following an academic calendar.



“Sands, Parson, and Duane (1991) noted there are four general functions of a mentor: a *friend* who serves an interpersonal function; a *career guide* who promotes professional insight; an *information source* who provides practical advice about academic expectations; and an *intellectual guide* who can offer constructive criticism about empirical pursuits.”

Mentoring 101: Best Practices

One of CBSW’s core values is mentoring. We believe in the importance of relationships. Mentoring represents a lifelong pursuit of knowledge and desire to grow. We encourage mentoring at every stage in your career, with strong emphasis on student to professional mentoring.

Here are a few best practices to keep in mind while participating in the CBSW Mentor Program.

1. **Agree on a meeting time**, location, format, day, etc. And abide by it. Communicate if there are changes. *Communicate BEFORE scheduled meeting time.*
2. Attend each meeting prepared to discuss what’s on the table. Do the work. Get results.
3. Share your thoughts and desires. Ups and downs. Goals and aspirations. Then create a plan of action to get there.

Best Practices for Mentees:

1. Set and focus on specific learning goals. This is your mentor program. You get out of what you put into it or at least what you ask from it.
2. Expect to drive the mentoring relationship. Mentors are here to help you. Pretend you are taking the driving test all over again. Your mentor is the driving instructor, but a doggone awesome one!
3. Create SMART goals. Specific. Measurable. Achievable. Reasonable. Time oriented.
4. Be Authentic, open, and honest. Mentors can only help as far as you allow them.
5. Prepare for all mentoring meetings. Time is valuable.
6. Stay connected and in communication with your mentor. Text. Zoom. Email. Phone. Pigeon. Make contact. Be consistent and respectful.
7. Be willing to stretch and step out of your comfort zone. Success is on the other side of comfort.
8. Ask for specific feedback. Be ready to receive honest family love.
9. Focus on the future. The past is too far gone. Now time is of the essence.

10. Keep a journal. Notes are great for reflection, reminders, and motivation.

Best Practices for Mentors:

1. Be available. We know that you are busy. We know that you are stretched thin. But make sure that your mentee knows that this is a priority for you.
2. Listen. Quietly, Actively, Intently. Listen.
3. Provide direct feedback. Give it them straight. Open and honest but with additional help to motivate and redirect.
4. This is a mutually beneficial relationship. Mentors can also learn from their mentees. You may even find your next employee, or you could end up being THEIR first/next employee.
5. You are a mentor, guide, voice of reason, cheerleader, motivator, advisor, resource, etc. Be transparent. Share your stories. Listen. Be honest. Be present.



CBSW Mentee Participation Agreement

I _____ agree to participate in the CBSW Mentor Program,
September 2021 – April 2022.

- As a participant, I will attend monthly one-hour meetings with my mentor at a time and day decided upon with my mentor.
- I will make every effort to uphold my responsibilities as a mentee to complete discussed assignments, readings, or self-assessments which are designed to help further me along my career path as a professional Social Worker.
- I will respect my mentor's time and provide notice of any needed schedule changes and adjustments.
- I will contact Professor Foster if there are any issues I am unable to resolve with my mentor. Or should I need further assistance. I will also contact Professor Foster as well as inform and discuss with my mentor if for any reason I need to terminate my participation in the CBSW mentor program.
- I will submit a brief follow-up to Professor Foster after each semester noting progress in goal setting, professional development activities, and relationship building with my mentor.
- I will complete the survey evaluation at the end of the program.

Print first and last name

Signature

Date



CBSW Mentor Participation Agreement

I _____ agree to participate in the CBSW Mentor Program,
September 2021 – April 2022.

- As a participant, I will attend monthly one-hour meetings with my mentee at a time and day decided upon with my mentee.
- I will make every effort to uphold my responsibilities as a mentor by providing competent knowledge and professional guidance as a professional and experienced Social Worker.
- I will respect my mentee's time and provide notice of any needed schedule changes and adjustments.
- I will contact Professor Foster if there are any issues in need of further discussion and resolve. I will also contact Professor Foster if for any reason I am no longer able to serve as mentor in the CBSW program.
- I will complete the survey evaluation at the end of the program.

Print first and last name

Signature

Date



The CBSW Mentor Program Agenda 2021-2022

This agenda is a guide to help you as you plan your time together. You have the freedom to structure your mentoring time in a way that works for you and your partner. Feel free to use as much or as little of this to help you prepare for your monthly connections.

- September:** Getting to know You/Me: Who am I, why am I here, and where do I want to go?
- October:** Professional Development: How do I get from A to B, professionally?
- November:** Cast the vision:
- What's my personal mission statement?
 - What are my core values?
 - Where do I see my future self?
- December:** Temperature Check: Translating my current skills to a new/adjusted career path
- January:** Reset: Checking in on my goals. Adjusting and re-establishing
- February:** Self-Care: Setting professional boundaries and protecting my peace
- March:** Building your network
- Reviewing and updating resume, CV, LinkedIn, Joining professional groups
- April:** The Wrap Up: What did I learn?



September

Getting to know You/Me

This is your introductory month. Take this time to get to know one another. Talk about your goals and program expectations. Jot them down and check back periodically to see if you are on target to meet your goals and expectations.

Also don't forget to set your monthly mentor time and day preferences. Schedule the next meeting before disconnecting. Also consider setting appointments for the entire year. Add them to your calendar on repeat.

Suggested virtual Ice Breakers:

<https://funattic.com/4-virtual-meeting-icebreakers/>

Possible Discussion prompts:

- Who am I, why am I here, and where do I want to go?
- What are your expectations from participating in this mentor program?
- What is your current career goal or objectives?
- If you have had or have a mentor, what is working great for you with that mentor program/relationship, etc.?

Suggested prep for next month: (It may be helpful for both mentor and mentee to take one of these)

- Self-assessment [Paid Version](#) [Free Version](#) (CliftonStrength Assessment)
- Enneagram <https://assessment.youenneagramcoach.com/> (Free Version)

End of meeting for Mentee:

1. Verify next meeting date.
2. Clarify expectations for the next meeting.

October

Professional Development

During last month's discussion, the mentee shared some desired goals and outcomes. Dig deeper into those strengths. Start with discussing results of the self-assessment (either the CliftonStrengths or the Enneagram). What did this tell you about yourself?

Differentiate between short and long-term goals. Create a step-by-step strategy to meet those goals. This month's discussion will carry through as the foundation of your time. The goal of the program is to help the mentee reach their desired short and long term goal or at the least come up with a reasonable plan of action. Each monthly discussion should lead back or be centered around this month's goals and strategies.

A suggested chart to help document goals is on the next page. Mentees should leave a meeting with at least 3 short term goals and at least one long-term goal, a baseline strategy/action plan, and timeline for achieving those goals.

Professional Development:

Short term Goals

Task or steps needed to reach short term goals

Mentor feedback/suggestions



Mentor Suggestions:

Short Term Goal(s)

Steps needed to reach Short Term Goal(s)

Barriers to Short Term Goals:

Professional Development:

Long Term Goals

Task or steps needed to reach long term goals

Mentor feedback and suggestions



Mentor Suggestions:

Long Term Goal(s):

Steps needed to reach Long Term Goal(s):

Barriers to Long Term Goal(s):

November

Cast the vision

Creating a personal mission statement encompasses your core values, ethics, and guides your decision making towards goals and desired personal outcomes. Take a moment to assess your core values. Narrow those down to one or two and use those values to guide your personal vision and mission statement.

What's my personal mission statement?

What are my core values?

Where do I see my future self?

[This link](#) may help in figuring out your core values. [This video](#) may also help.

Below is an outline and thought prompts for guidance.

Step 1: Imagine a life that you deeply desire.

Imagine that you live where you want to live; or that you have the relationships or job you most wish to have. Stay with that image and use it to answer the following questions. There are no limits. Anything is possible.

- What does it look like?
- What does it feel like?
- What words would you use to describe it?

Step 2: Summarize your vision

Using the key prompts, summarize your vision in scenarios. *Example:* I live a happy and fit life without medication. I can run a 5K in under 40 minutes and still have energy to run 3 more miles. Feel free to combine areas, write a scenario for each individual area, or just target two or three areas.

- Self-image
- Tangibles
- Home
- Health
- Relationships
- Work
- Personal pursuits
- Community
- Life purpose
- Other

Step 3: Expanding and clarifying your vision

- Answer the following questions. If I could have my complete vision right now:
 - Would I take it?
 - What does it mean giving up?
 - How hard would it be?
 - Would I have regrets?
 - Do I qualify?
- Assume you do have it now. **What does it bring me?**
- **What does it bring me?** Continue to ask yourself this question 5 times. This will help you deepen your response to what you really want.

Step 4: Get to your overall Outcomes & Values

Based on what you've learned about yourself:

- Define 3 or 4 primary goals and desired outcomes
- Define 3 or 4 major values

Step 5: Write your personal Mission Statement based on your Vision

- What would you like people to say about you after you are gone?
- What legacy do you want to leave behind?
- Who are your role models and why?
- What are the 4 most important values that guide your life?
- How do you implement those values?

Step 6: Address the following in writing your Mission Statement:

- Who are you?
- What do you stand for? (values)
- How do you do it?
- What will it achieve (What difference will it make)?
- To whom will this make a difference or affect?

December

Temperature Check: Transferable job skills

Communication, problem-solving, and time management are just some of the job skills needed regardless of the career field. What specific expertise do you have as a new Social Worker or more advanced degreed Social Worker that will open doors for promotion, new career paths, and leadership growth? How will you brand yourself to stand out?

This helpful resource breaks down the difference between soft skills, technical skills, and transferable skills.

This might be an activity prompt where the mentee searches for and reviews their ideal job description. Mentor and mentee can discuss how or if the mentee's current skills and experience are relatable. Why and why not. This might be a good opportunity to role play an interview. As another activity, mentees can explore job prospects that aren't necessarily labeled "Social Work."

Action step for mentees:

Report to Professor Foster about how your mentoring is progressing.

January

Reset

This is your mid-year check-in and re-evaluation. Take this time to review previous discussions, this may be time to backtrack or give you time to catch up with previous discussion prompts.

Additional topics for discussion may include Leadership styles, managing up, critical thinking, emotional intelligence, self-advocacy, trending topics, the Code of Ethics, Social Work Grand Challenges, etc.

February

Self-Care: Setting professional boundaries and protecting my peace

Among other things, 2020 taught us about self-care and self-preservation. Take this time to discuss mental wellness. Share what you currently do to preserve your mental wellness, how you adapt health care days based on accommodations, resources, time constraints etc. Discuss what self-care is and is not. Discuss using company sick leave for a day of mental health preservation and rejuvenation. Discuss mini 5 second wellness activities such as breathing techniques.

Suggested activities:

1. Start each session with a mental wellness check-in. Take a minute or two to breathe in and out. Absorb the moment and clear your space.
2. Track your mental wellness throughout the week and discuss when, where, why and how to better cope if needed.
3. Watch a video and discuss This one is about 18 min long. But there are several on YouTube. Search keywords such as mental wellness, self-care. Or more specific key in timed searches such as 5-minute wellness, meditation, etc.
4. Discuss EAP, personal counseling, journaling, etc. Normalize receiving professional

8 areas of Self-care:

1. Social
2. Emotional
3. Physical
4. Professional
5. Psychological
6. Environmental
7. Spiritual
8. Financial

March

Building your network

Reviewing and updating resume, CV, LinkedIn, Joining professional groups

Activity: Pull one or two interesting job descriptions and prep resume/work on interview skills etc.

Are there other professional groups you should join?

Never stop growing your network. One chance encounter can lead to your dream job, next job, or even a promotion/career you never imagined. Having a good network, both socially and professionally not only improves your personal and professional advancement, but also energizes your mental wellness.

You've made a great start by joining the Coalition of Black Social Workers. Do not be shy about branching out to other civic and community outlets as well as those distinguished by your chosen field/population or interests.

There's no rush to get involved in yet another organization immediately after graduation. But keep an eye out for career building invitations. Most importantly, make sure the org is active, beneficial, and a good fit.

Activity: Clean up your social media. Social Media is here to stay. Clean up any questionable posts, accounts, etc. Check privacy settings. Consider a more professional profile account. Do not tag your company in your profile description on personal accounts. Further research best practices regarding technology, social media, and your ethics.

Social Media	Done	Need to do
Facebook		
Twitter		
TikTok		
Instagram		
Email		
Other		

April

The Wrap Up: Lessons Learned

Program Goals and Objectives:

- To engage mentees and connect them with a professional mentor who will help guide them throughout the school year.
- To empower mentees to continually set goals and reach new heights in the field of Social work.
- To provide a safe space for Black Social Workers to relax, relate, release, and continue their journey.

Throughout the program mentors and mentees have been engaged monthly to discuss various ideals, tactics, thoughts, and concerns regarding personal and professional Social Work and career aspirations. It is the intention of the CBSW Mentoring Program that each mentee has received professional, ethical, and helpful information in moving forward as an empowered Social Worker and person of integrity. Through continued networking, resource building, and professional development activities, mentees have a foundation for success.

Suggested activity:

Check the boxes above if you feel program goals and objectives were met. Provide feedback and commentary.

Tie up any loose ends regarding personal mission and vision statements. Discuss job prospects, next steps, and lessons learned from both perspectives' mentee and mentor. **Thank each other for taking this journey together.**

Complete online program evaluation.

Resources for further review

<https://hbr.org/2002/07/make-your-values-mean-something>

<https://thriveglobal.com/stories/7-reasons-why-you-need-a-written-personal-vision-statement/>

[https://mentor.northwestern.edu/programs/nnmp/Best Practices Mentors](https://mentor.northwestern.edu/programs/nnmp/Best_Practices_Mentors)

[https://www.educause.edu/-/media/files/wiki-import/2014infosecurityguide/mentoring-toolkit/siguccs mentorguidepdf#:~:text=Successful%20mentoring%20relationships%20go%20through,other%20and%20vary%20in%20length.](https://www.educause.edu/-/media/files/wiki-import/2014infosecurityguide/mentoring-toolkit/siguccs_mentorguidepdf#:~:text=Successful%20mentoring%20relationships%20go%20through,other%20and%20vary%20in%20length.)

<https://www.centerformentoring.com/top-10-best-practices-for-mentees>

<https://www.vpi-inc.com/2018/06/26/three-ways-to-identify-your-transferable-skills/>

<https://www.buzzfeed.com/peggy/self-care-charts>

<https://www.socialwork.org/resources/professional-organizations>

Mentor Book Recommendations:

The Power of Positive Thinking by Dr. Norman Vincent Peale

The Beauty in Breaking: A Memoir by Michele Harper

Emotional Intelligence: Why It Can Matter More Than IQ by Daniel Goleman



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