APPRENTICESHIP MINNESOTA

MENTORSHIP AND REGISTERED APPRENTICESHIP

WHAT IS MENTORSHIP?

A traditional **mentorship** is a relationship between two people where the individual with more experience, knowledge and connections (often a journeyworker or subject matter expert) shares what they have learned with a more junior individual within a certain industry. The more senior individual is the mentor and the more junior individual is the mentee. In an organizational setting, a mentor influences the personal and professional growth of a mentee.

WHAT IS APPRENTICESHIP?

A **registered apprenticeship** is a job where you learn, gain hands-on experience and get paid. Registered apprenticeship is an "earn-as-you-learn" model.

As an apprentice you are employed and learning new skills as you work under the supervision of a qualified journeyworker. At the end of an apprenticeship you'll have the skills and knowledge needed for your chosen career.

HOW MENTORSHIP AND APPRENTICESHIP INTERTWINE

Mentoring in the workplace can have long-term benefits as employees become more self-directed and develop stronger communication and problem-solving skills. Mentored employees value collaboration and sharing of information that can lead to a stronger organization through an increase in employee retention and employer loyalty. The relationship between the mentor and mentee elevates the profession and increases the apprentice's skill set. It provides a mechanism to evaluate both the standards of the occupation and the workforce needs of the industry through collaborative problem-solving.

Registered apprenticeship ensures a skilled and capable future workforce that demonstrates excellence in all competencies. Mentorship programs focus on the critical foundations of personal effectiveness and abilities. While a registered apprenticeship program teaches the skills specific to each occupation, mentorship focuses on broader content that registered apprentices need to be successful over their career. Mentors also benefit from these new relationships and insights through the development of strong communication and leadership skills.

A **goal for the mentee** is to trust themselves throughout the decision-making process allowing them to develop into a successful and productive employee.

A **good mentor** helps a mentee make decisions that help them reach their goals.

A **great mentor** builds a mentee's confidence by developing critical thinking skills allowing for growth in their decision-making process. As the mentee relies less on instruction and assurance from others, they become more successful and productive employees.

HOW TO DEVELOP A MENTORSHIP PROGRAM

Establish guidelines for participation in the program.

Develop mentor activities and guidelines.

Recruit participants and match mentors with mentees.

Monitor and evaluate the results of the program. Create measurable metrics.

Prospective mentors should go through a simple screening process. If possible, match the interests of mentors to the apprentices. Match a mentor and mentee with similar backgrounds (cultural and social) if able.

WHAT IT TAKES TO BE A GOOD MENTOR

A good mentor possesses the following qualities: Knowledge of the career pathway and a willingness to share skills, knowledge, experience and expertise. The mentor takes the mentoring relationship seriously and understands that good mentoring requires open communication, time and commitment and is willing to share information and their ongoing support with the mentee. Examples of what a great mentor should provide:

- Clear communication providing positive and constructive feedback;
- Explain what to expect when on the job site;
- Instruction about professionalism and its importance;
- Patience and ability to build trust;
- Time-management skills and the ability to lead by example;
- Empathy, understanding and respect for all cultures;
- Stress management and the importance of safety on the job;
- Encouragement so your mentee feels empowered to express opinions and make decisions;
- Support, guidance and respect.

WHAT IT TAKES TO BECOME A GOOD MENTEE

A successful mentee must be willing to hear both "the good" and "the bad" from a mentor. Being an active participant in the mentorship process is the best way to ensure success as you move through your apprenticeship. Be open to change and modifications based on critiques provided by the mentor. Mentees should be accepting of feedback from a mentor. What it takes to become a good mentee:

- Be a good listener;
- Have a positive attitude and be an advocate for yourself by asking questions;
- Be respectful of coworkers and employers;
- Be open to constructive feedback;
- Understand that setbacks are learning experiences;
- Be willing to stand in the discomfort of growth.

RESOURCES

Contact your organization's human resources representative, apprenticeship coordinator or organization's leadership to discuss mentorship opportunities and services available to support your journey through registered apprenticeship.