

University of Kentucky Cooperative Extension Mentoring Program

The University of Kentucky Cooperative Extension Service is committed to providing new agents with the resources they need to be successful in their role. A key part of any new hire’s success is a vibrant mentoring program. Below you will find a list of topics, activities, and issues we want you to complete with your assigned mentor. As a result, we hope that you are better equipped to be a County Extension Agent and enjoy your time with the University of Kentucky Cooperative Extension Service.

Employee Name:	Hire Date:

Assigned Mentor:	Job Title / Location:

As part of our mentorship program, you are required to meet with your mentor at least six (6) times during the course of your first year. Three (3) of these meetings must occur in-person while the three (3) other meetings may occur via Zoom (or similar technology) or phone. Each session must be documented appropriately on this sheet. Mentors can come in all shapes, sizes and locations. In some cases, your Area Director or assigned Mentor may recommend you meet with another agent, specialist or staff member on certain topics as they may provide you with the best information or insight into a certain topic. These “subject matter experts” or SMEs can function as mentors just as effectively as your assigned Mentor. You do not need to cover all of the sections in this report each time you meet, however, the expectation is that each section will be covered at least once by the completion of your first year. Upon completion of the program, each mentor and mentee will sign off on the completed report and send to their respective Area Director for review and approval. A final copy with all sections completed and all signatures will then be sent to the UK CES Personnel office within one (1) year of the mentee’s hire. All mentees should maintain a copy for their personal files as completion of the Mentorship program is a requirement for advancement to Level II of the Career Ladder. Finally, each mentor and mentee will complete an electronic Mentor Program Evaluation form at the end of the one (1) year period.

As a County Extension Agent, your work and mission revolves around seven (7) Major Job Responsibilities:

- 1) Educational Programming
- 2) Advisory Councils
- 3) Facilitation / Collaboration / Teamwork
- 4) Public Accountability and Relations
- 5) Leadership
- 6) Customer Service
- 7) Supervision

Your sessions with your mentor will focus on the following MJRs:

1) Educational Programming

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned(if applicable)</u>	<u>Initials</u>
How to deliver effective programming in the county				
Dealing with obstacles in developing programming in the county				
Mentor's most effective program and why				
Attend program hosted by mentor				
Advice on how to deliver an effective program				

2) Advisory Councils

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Developing an effective CEC and program council in the county				
Key stakeholders in the county to include on council				
Mentor's process for council development				

Attend council meeting hosted by mentor				
How to lead an effective council meeting				

3) Facilitation / Collaboration / Teamwork

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Ideas for successful inter disciplinary programming				
Ways to foster a sense of teamwork in the office				
Obstacles to successful interdisciplinary programming in the county				
Fostering multi-county programming				
Organizations to partner with in the county				

4) Public Accountability and Relations

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Key county stakeholders to meet				
Community / County organizations to visit and / or join				
Underrepresented audiences or groups to engage				
Popular local meeting places				
Local issues to address or avoid				
Media outlets in the county				
Money handling policies and procedures				
Proper credit card usage				

5) Leadership

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Suggested community leadership roles				
Effective volunteer leadership activities / events				
Keys to being an effective leader in the community				

6) Customer Service

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Providing effective customer service				
Leaders / Community members who require additional customer service				

7) Supervision

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>
Keys to being an effective supervisor of Extension staff				
Supervisory issues to be aware of in the county				

Supervision Information / courses to take				
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8) Miscellaneous

<u>Topics / Activities</u>	<u>Key Takeaway(s)</u>	<u>Date</u>	<u>SME Assigned (if applicable)</u>	<u>Initials</u>

This is to indicate that _____ has completed the formal one year mentoring relationship and has met the expectations of the Extension Mentoring Program. I affirm that I have completed the topics / activities / discussions listed above with the individuals noted at the times designated.

New Hire Signature	Date

Mentor Signature	Date

Area Director Signature	Date

Area Director's comments regarding Mentee's progress to date:
