AMPedNH Connect eMentoring
Mentor Handbook

This program or product is sponsored by (or in part by) a $19.97 million grant from the U.S. Department of Labor, Employment & Training Administration TAACCCT Grant #TC-22504-11-60-A-33. The Community College System of NH is an equal opportunity employer, and adaptive equipment is available upon request to persons with disabilities.
Introduction

Welcome!

Under the $20 million TAACCCT-NH grant, the Community College System of New Hampshire (CCSNH) is answering the workforce challenge by better preparing targeted populations for high-wage, high-skill employment in New Hampshire’s vibrant Advanced Manufacturing industry. One piece of this exciting initiative is AMPedNH Connect, a virtual platform for online networking and mentoring.

Through the AMPedNH Connect program, the Community College System of New Hampshire is providing networking and mentoring opportunities hosted by the TurnRight virtual platform. Networking and mentoring are valuable practices that promote success for both the Mentor and Mentee. The virtual platform provides a convenient method to connect students, jobseekers, employers, career success advocates and other Advanced Manufacturing professionals. Members of the mentoring community can log in to seek and offer support, advice, and information anytime and anywhere. All they need is access to the internet.

There is no cost to join the AMPedNH Connect online community. You will have access to anytime, anywhere information. Are you familiar with LinkedIn? The AMPedNH Connect community is sort of like LinkedIn, but with the CCSNH Advanced Manufacturing student at the center.

What is the TurnRight platform?

The AMPedNH Connect community is powered by the TurnRight platform. TurnRight provides an online community engagement platform to connect students, recent graduates, alumni, and professionals for inspiration and career guidance. At the heart of the TurnRight software platform is the “Mentor Cloud” which keeps track of a user’s professional interests, passions, and goals, and connects the user with people who share the same interests. Mentees can create a circle of Mentors who will answer their questions, provide career advice, and potentially connect them with internships and job leads.
Benefits of Being a Mentor

Whether you are an employer, employee, graduate, faculty, or academic advisor with an interest in Advanced Manufacturing, **AMPedNH Connect** is a social networking tool to connect you with future and current advanced manufacturing students. The students you will mentor within the **AMPedNH Connect** social networking community have an interest in learning more about the field of Advanced Manufacturing. You will have the opportunity to guide students who are preparing to enter the advanced manufacturing workforce.

By joining the **AMPedNH Connect** virtual community you have the opportunity to meet and connect with advanced manufacturing students from all seven community colleges. These connections are made possible through the nature of an online (eMentoring) community. Without the constraints of time and travel, you can log on anytime and post information that would be of interest to those learning about advanced manufacturing or answer student questions.

Engaging in and contributing to the **AMPedNH Connect** online community will introduce you to people you may have never met in person. Further, you will enhance your own leadership skills, assist individuals to grow in a professional environment, and groom potential employees – all without leaving the comfort of your workplace or home computer.

**By participating in the AMPedNH Connect Community you will:**

- Grow your organizations image, and open a supply chain of potential employees
- Be a role model and help students grow professionally.
- Groom prospects before they are hired
- Increase student’s motivation to excel in school
- Increase employee commitment to the organization
- Share your skills, knowledge and experience
- Meet students with an interest in advanced manufacturing from around N.H.
- Increase your own leadership skills
Getting Started

Who is eligible to join the AMPedNH Connect community as a mentor?

Anyone with experience or education in advanced manufacturing. Whatever your job is within the manufacturing environment you have a lot to contribute. Students will be seeking advice from people in all job positions.

How do you join the AMPedNH Connect community?

Registration is a simple 3 part process that begins by visiting www.ampednhconnect.com and clicking Join the Community

1. Choose the registration process that works best for you – LinkedIn, Facebook or Email:

If you have a LinkedIn account, that will be the best option to use because with one click you can bring your entire education and professional information into the AMPedNH Connect community. If you don’t have a LinkedIn account or prefer to use Facebook or email that is fine as well. Just fill out the few required fields on the first page of the registration process.

2. Select your professional interests:

Next, pick up to 3 fields you are interested in. We use this information in the background to connect you with professionals and other students with similar interests. You can always update these interests later by Editing Your Profile.

3. Make sure your information and profile picture are up to date:

Regardless of how you register, make sure your About Me section, picture and resume materials are updated. In fact, if your Profile is not complete or does not have a picture, there is a lower probability that Mentors will take you seriously. Clicking your picture on the top right of the navigation bar will take you to the Profile page. Click on Edit Profile on the top right of the page – this allows you to update your picture, education, job/internships, awards and other activities you want to highlight.

It’s as easy as that. Once you’re registered, start off right and see if you can assist a student with their career related question. Keep it authentic – say what's
on your mind. We will make sure the question goes out to people who are best suited to answer it. As the network grows, **Follow** others whose advice you may want to receive regularly. As you get comfortable with what they have to say, reach out and make a **Mentor Me** request to begin creating a circle of advisors.

**Connecting**

**Now that you are in the AMPedNH Connect Community:**

The **AMPedNH Connect** community will be a place for you to share your ideas, experiences, challenges, and successes. You are encouraged to share information you think others in the community will benefit from – be it a news article, job lead, or internship opportunity!

- Read and contribute information, advice, and perspectives that may be different from what others share. This is what makes an online community so rich – the multifaceted conversation that develops naturally when people from different “places” come together to share a common interest.

- Use descriptive subject headings so other community members can easily determine if they need to read further.

**What should I do if I encounter technical issues using the AMPedNH Connect Community?**

- Please email [techsupport@turnright.com](mailto:techsupport@turnright.com). Be sure to include the following information when sending a request for technical support:
  - Your screen name
  - The browser you were using when the technical difficulty occurred
  - What version browser you were using. To find this information please select the “About” tab in your browser’s menu.
  - Describe the action you attempted in the **AMPedNH Connect** community.
  - Describe the issue.
FAQ’S FOR MENTORS

What is the purpose behind AMPedNH Connect eMentoring?

Mentors can provide the next generation of our workforce with the tools to step into their careers with confidence, ready themselves for emerging technologies, and help provide the knowledge and skills they will need to succeed within Advanced Manufacturing.

Who can see me on AMPedNH Connect?

By default, registered members are set to “Everyone on AMPedNH Connect”. However, you have the ability to change your setting. For example, if you want to mentor only students from the college you attended you can do so. Your information will be shown only to students and alumni at that particular college. Mentors who may not have the time to interact with a broader set of students/mentees or those who choose to guide students only at their alma mater can use this setting.

How will I be matched with like-minded students/mentees?

At the heart of the eMentoring platform is the ability to match you with students/mentees based on your professional interest and passions. When you input your professional interests during registration, our recommendation engine determines the best connections for you factoring in your privacy settings about who wish to connect with.

You may receive a mentoring request from a student or recent graduate who wish to ask you questions or may seek 1:1 career advice. It is up to you whether you wish to accept that mentor request. It is recommended that you complete your Profile and career background. This will ensure that the right students are matched up with you.

I don’t have a lot of time, are there different ways that I can participate?

Yes. There are two models that we recommend.

First is getting your information out there and letting students and recent graduates ask you questions. Conversations start when someone asks you a question that aligns with the information you provide during registration and also based on your activity in the AMPedNH Connect community. We bring you and other like-minded professionals into the conversation so that question can be answered accurately and quickly for students.

The second is to accept a mentoring relationship from a student. This allows a student to reach out to you periodically for 1-on-1 guidance. It is up to you to decide whether you want to take any mentoring relationships and if so, how many. The choice is entirely
yours. To help you manage your mentoring relationships, there are options in your account that allow you to accept new mentors or stop accepting mentors if you feel you are not able to take on any new relationships during a given time.

**What can I do to be a good mentor?**

1. **Tell the story behind the resume.** What are some of the key events that helped you get where you are that won’t jump out from a traditional resume? Be sure to complete your About Me section in your AMPedNH Connect account.

2. **Help them understand how you got started.** How did you use your education to get to where you are today? Are there jobs that their majors could be applied in that are not obvious to them?

3. **Give them an insight into advanced manufacturing.** If they are interested in your field, what can they do while they are in college to advance their knowledge and skills? Would you recommend some courses they could take to better understand the world of advanced manufacturing?

4. **Post advice updates.** It is the best way to leverage the eMentoring platform. It benefits the students as they learn from your insights and it multiplies the number of students you could have ever reached through a one-on-one mentoring relationship.

**I’m getting too many mentoring requests. What do I do?**

If you go to privacy settings, you can turn off the ability for additional people to send you a mentor request. You may be busy on a certain project at work or dealing with life issues from time to time that limit your availability to mentees. That’s perfectly fine. As a mentor, you control how much time you put into mentoring and when. When you have more time available or have mentoring relationships that have transitioned into budding careers, you can always take on additional students.

**Can I end a mentoring relationship?**

Absolutely. If you must end a current mentoring relationship with a person, go back to their Profile and click on Stop Mentoring. However, we encourage you to reach out and explain the reasons to them first.