

# PATHWAYS **PROGRAM**

Mentee Guidebook





# A note from your Dallas Chapter President



Welcome to Pathways! We are thrilled to extend a warm welcome to all mentors and mentees joining our program. We are excited to see our organization invest in the growth and development of our future leaders. Pathways is more than just a mentoring program; it is a curated opportunity aimed at fostering a robust workforce, aiding young professionals in navigating their careers. By creating a clear understanding of our various business segments and facilitating meaningful connections throughout our organization, Pathways aims to empower each participant to reach their full potential.

Together, let us build a stronger, more dynamic workforce that is equipped to tackle the challenges and opportunities of tomorrow!

**Tonie Martinez**  
**Chapter President – oxyGEN Dallas**



# PATHWAYS PROGRAM OVERVIEW

## Overview

Pathways is a strategic and intentional mentorship initiative designed to foster professional development for young professionals in their careers. The program offers participants a comprehensive experience, exposing them to various facets of the business and allows for employees to further develop and build on skillsets to stay competitive in different parts of the business.

## Purpose

The purpose of this program is to cross collaborate and cross develop our workforce to help empower our employees to create their own career path. This program will allow employees to identify roles in different parts of the business thus allowing us to further diversify our workforce. This program is meant to breakdown the segmented nature at AT&T and create a pathway for employees to move into desired roles with lessened deficiencies and with a better understanding of how they play an integral part of the overall success of the organization.

In essence, Pathways is our commitment to build a more dynamic, robust, and competitive workforce.

# Mentee Expectations

## Respect Time Commitment

Show respect for previously scheduled time commitments by showing up prepared and ready to fully engage in your mentorship session. Time commitments are 1-2 hours/month.

## Engage in Goal-setting

Take ownership of your career development by actively participating in setting specific, measurable, achievable, relevant, and time-bound (SMART) goals.

## Take Initiative

Demonstrate initiative by seeking out opportunities for learning, networking, and skill development independently, rather than solely relying on mentors to provide direction.

## Embrace Challenges

View challenges and obstacles as opportunities for growth and learning, displaying resilience and a willingness to step outside of your comfort zones to overcome them.

# Mentor Expectations

## Promote Networking

Facilitate introductions to relevant contacts and resources within the industry, encouraging mentees to expand their professional networks independently.

## Embrace Continuous Learning

Encourage mentees to embrace a mindset of lifelong learning and growth, fostering curiosity, adaptability, and resilience. Offer relevant resources.

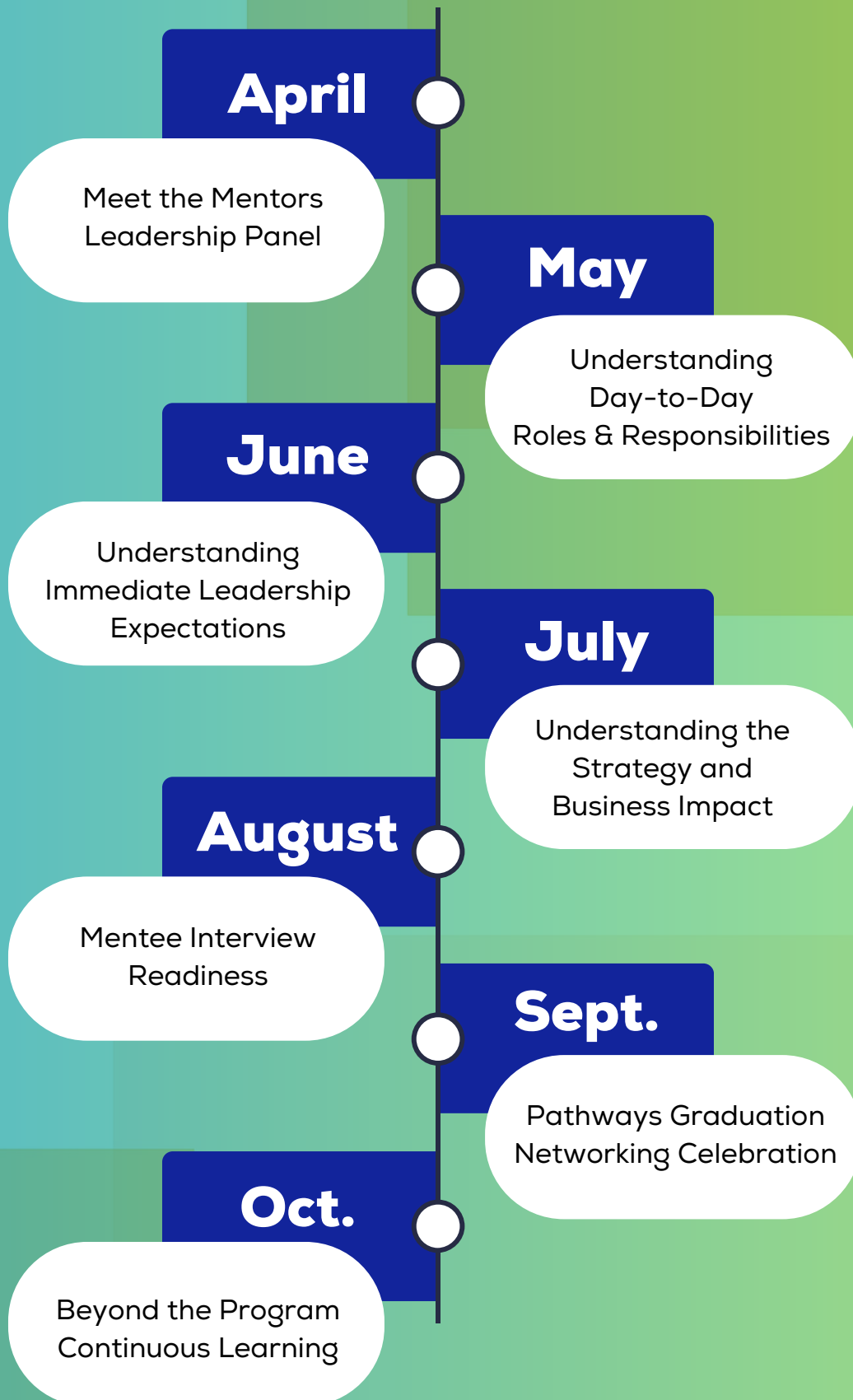
## Facilitate Goal Setting

Assist mentees in setting clear, achievable goals aligned with their career aspirations and help them develop strategies to accomplish them.

## Share Insights and Experiences

Share personal experiences and insights relevant to the mentees' career journeys, providing valuable perspectives and lessons learned.

# PROGRAM TIMELINE





# PROGRAM DEEP DIVE

## Month 1: A Look Ahead -Leadership Panel

Participants engage in roundtable discussion/panel with leaders from different parts of the business. This session will provide insights into departmental strategies, challenges, leadership experiences, as well as provide the mentees an opportunity to ask questions regarding professional and career development.

**PURPOSE:** *To build a purpose driven mentorship program. Mentees will be able to proceed with intention and set SMART goals for their mentorship journey.*

## Month 2: Understanding Day-to-Day Roles & Responsibilities

In this session, mentees will connect with their mentor and get a day-in-the-life experience. Mentor will dive in on skillsets needed on a daily basis to ensure success. This first look into the business segment should serve as an opportunity to perform a self evaluation and determine next steps to ensure you are a potential contender for this business segment.

**PURPOSE:** *Understand the skillsets applicable to the day-to-day functions of your mentor. Self evaluation and reflection will help to identify deficiencies in career path.*

### In Preparation for Your Meeting:

- Learn who your mentor is! You don't want to spend the time you have with your mentor asking things you can learn by taking the time to read their LinkedIn or Bio!
- Think of questions applicable to their career track, personal journey, etc., you have limited time with your mentor, so use it to the fullest.

Develop SMART Goals for your session, what do you want gain from this opportunity? How will this opportunity support these SMART Goals?

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### Potential Questions to Ask Your Mentor:

- What skills do you think are unique to this role?
- What tools and resources are available to help someone transition into this type of role?
- What do you enjoy about this role? What challenges come with this role?
- What does the progression path look like for someone in this role?

### Ice Breakers:

- Consider introducing yourself prior to the meeting. LinkedIn is a great spot to start!

## Month 3: Understanding Leadership Expectations

In this session, mentees are paired with experienced mentors who provide guidance, support, and career advice. Mentees will have a deeper understanding on leadership expectations in this specific line of work. Mentor will dive in on preferred skillsets and experience they look for when hiring for this role. Mentor will help mentee further develop an action plan so that mentee can continue to develop skillsets, certifications, experiences to become competitive for this market.

**PURPOSE:** What makes a good hire? *Gain insights on expectations from a Manager Level Mentor. Mentee should have a deeper understanding on how leaders define a successful employee beyond KPIs.*

### In Preparation for Your Meeting:

- Learn who your mentor is! You don't want to spend the time you have with your mentor asking things you can learn by taking the time to read their LinkedIn or Bio!
- Think of questions applicable to leadership expectations, measuring success/KPIs, etc., you have limited time with your Mentor, so use it to the fullest.

Develop SMART Goals for your session, what do you want from this opportunity?  
How will this opportunity support these SMART Goals?

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### Potential Questions to Ask Your Mentor:

- What skills do you look for when sourcing talent for your organization?
- How can someone with little to no prior experience in this field of work stand out when applying for a role in this space?
- What strategic choices did you make for your career to get where you are today?
- What do you see as the areas of greatest opportunity/growth in your organization?

### Ice Breakers:

- Consider introducing yourself prior to the meeting. LinkedIn is a great spot to start!

## Month 4: Understanding Strategy and Business Impact

In this session, mentees are paired with experienced mentors who will provide insight on their role while offering a deeper understanding of how this part of the business plays an integral role in the overall success of our company. Mentors will lead conversations around the 'Why?' and how the business segment helps drive the business forward.

**PURPOSE:** *Understanding why we make decisions and how it impacts the overall picture is necessary. Mentees will learn about the strategic leadership initiatives that drive the entire organization forward. Understand the 'Why'.*

### In Preparation for Your Meeting:

- Think of questions applicable to our organization beyond our four walls, long-term plans and state of the business, WIFM, etc., you have limited time with your mentor, so use it to the fullest.

Develop SMART Goals for your session, what do you want from this opportunity?  
How will this opportunity support these SMART Goals?

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### Potential Questions to Ask Your Mentor:

- What role does this business unit play in the overall story of our company?
- How do we ensure our competitive advantage is sustainable and continually strengthened?
- What are the primary drivers behind the company's current growth strategy?
- What do you see are the areas of greatest opportunity/growth in our organization?

### Ice Breakers:

- Consider introducing yourself prior to the meeting. LinkedIn is a great spot to start!

## Month 5: Interview & Resume Workshop

Interview and resume preparation paired with practice sessions help mentees become confident and skilled in showcasing your abilities to potential hiring managers. This interview and resume workshop will be hands on and led by Calculated Hire!

**PURPOSE:** *Develop an updated working professional resume that aligns strategically with the mentees career path of interest.*

### In Preparation for Your Meeting:

- Prepare your resume for the workshop, ensuring all information is relevant, updated, and ready for an actionable critique. Give it your best effort to ensure you're getting the best results!

## Month 6: Networking Celebration!

Networking event to connect participants with all mentors and leaders in different segments, encouraging collaboration and engagement. This is an opportunity to celebrate and network with your fellow peers and mentors -take this as an opportunity to follow up with previous mentors and connections! You've successfully walked your way through pathways, and as inaugural members share a unique experience to connect you to this network for many years.

**PURPOSE:** *To facilitate connections between mentees and mentors in a casual environment and to celebrate the completion of oxyGEN DFW's Pathways Mentoring Program!*







# MEET *the* MENTORING COMMITTEE



**Allison Hensel**  
Sales Manager–Fiber



**Erik Estrada**  
Sales Exec. Digital



**Reagan Shirk**  
Sr. Data Analysis



**Stephen Smith**  
Sr Specialist  
NE Tech Dev.



**Marissa Jhagroo**  
Lead Tech Business  
Management



**Pranoy Behera**  
Sr. Advanced Analytics  
System Reliability



**Peyton Goldsmith**  
Sales Exec. Digital

