

PATHWAYS **PROGRAM**

Mentor 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.

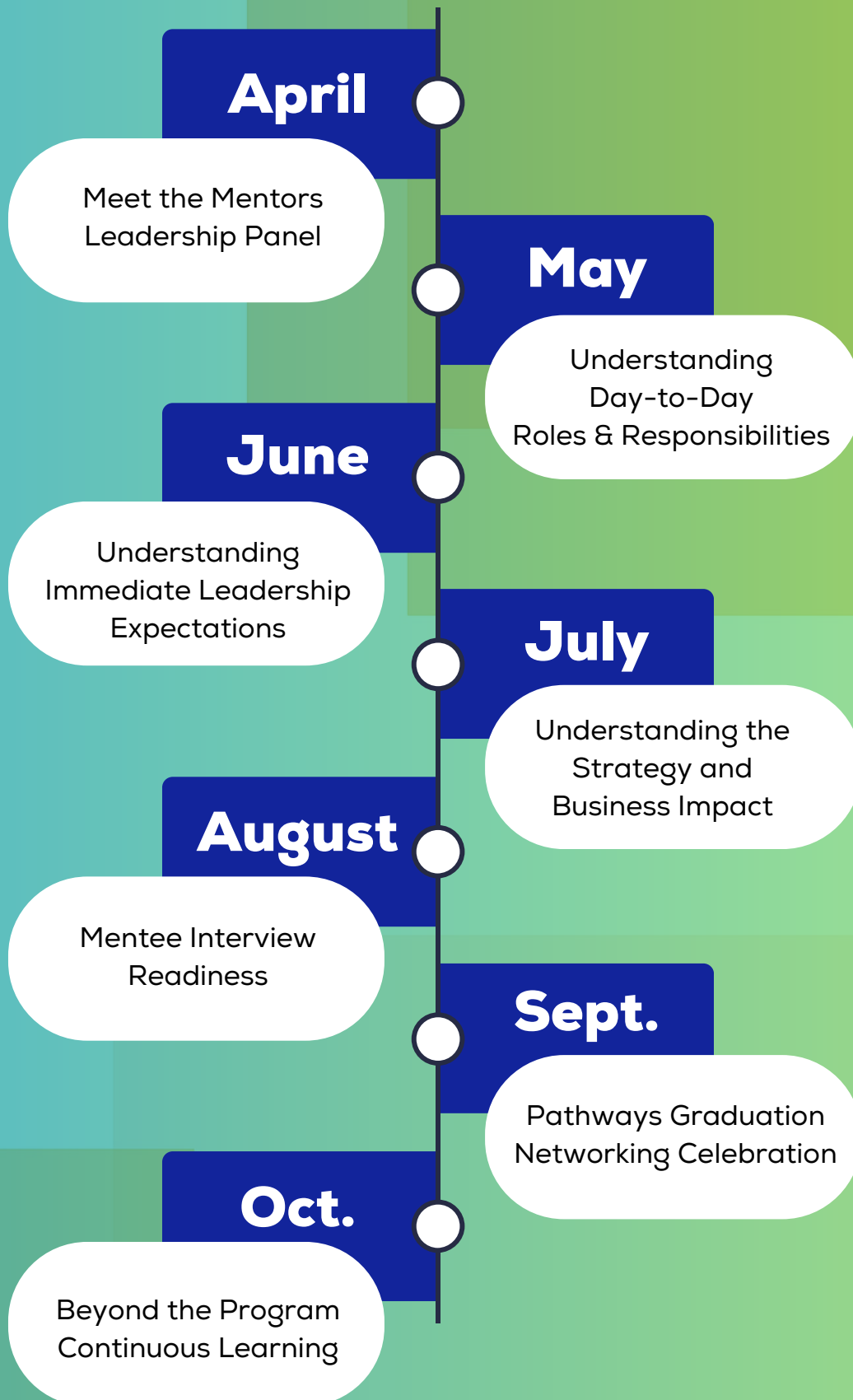
Facilitate Goal Setting

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



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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:

- Be ready to share your unique journey.
- Reflect on your day-to-day job functions and the skills you need to be successful.
- Think of answers applicable to your career track, personal story, education/certifications.

Develop SMART Goals alongside your mentee during your session, what do you want them to gain from this opportunity?

Potential Questions to Ask Your Mentee:

- What interests you about this business segment?
- What skills from your current role do you think are valuable to this role?
- What do you think is your competitive advantage when considering this business segment?
- What do you identify are areas of opportunity for you?

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 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 in the 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:

- Reflect on what a successful hire looks like.
- Be open minded, reflect on how new perspective could positively change this business segment.
- Think of answers applicable to leadership expectations, measuring success, KPIs, etc.

Develop SMART Goals alongside your mentee during your session, what do you want them to gain from this opportunity?

Potential Questions to Ask Your Mentee:

- What is your understanding of this business segment?
- What new perspective could you bring to this side of the business?
- What are your strengths and how would you leverage them in this segment?
- What skills/experience do you have that aligns with this segment?
- What plan do you have in place to adapt to a different business segment?

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 this business segment helps drive the business forward with hyper focus on strategy, needs of the business, and financial acumen.

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.*

In Preparation for Your Meeting:

- Think of answers applicable to our organization beyond our four walls, long-term plans and state of the business, WIFM, etc. Mentees should walk away understanding purpose, company strategy and how this organization works in conjunction with other segments for overall company success.

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

Potential Talking Points:

- Discuss the role this business unit plays in the overall strategy of our company.
- Discuss the primary drivers behind the company's current growth strategy.
- Discuss the greatest areas of opportunity/growth for the organization.

Ice Breakers:

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

Month 5: Interview & Resume Workshop

For Mentees Only!

Interview and resume preparation paired with practice sessions help participants become confident and skilled in showcasing their abilities to potential hiring managers.

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

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. You've helped oxyGEN DFW lead the first cohort of mentees through the Pathways Mentoring Program and we want to celebrate with you!

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

