PACE BDC MENTORING TRAINING PROGRAM

FOR CLIENTS AND MENTORS
OUTLINE

• SETTING THE STAGE
  • MENTORING MISSION
  • OBJECTIVES (MENTORING RELATIONSHIP & PROGRAM)
  • DEFINITIONS
  • MENTOR AND MENTEE ROLES

• PROCESS
  • PROGRAM GUIDELINES
  • MENTORING FRAMEWORK
  • MENTORING PROCESS
The **mission** of the Mentoring Program is to **grow a Clients (Mentee’s) business** by providing the participants with **leadership challenges and developmental opportunities**.
MENTORING PROGRAM OBJECTIVES

• RETENTION AND ENGAGEMENT
  • SUPPORT AND REWARD HIGH PERFORMANCE CLIENTS

• SUCCESSION PLANNING
  • CREATION OF TALENT POOL

• DEVELOPMENT OF PROFESSIONAL RELATIONSHIPS

• CREATE CULTURE OF CONTINUOUS LEARNING
  • INDIVIDUAL DEVELOPMENT
  • KNOWLEDGE TRANSFER

• CAREER GROWTH AND DEVELOPMENT:
  • CULTIVATE INDIVIDUAL CAREER PLANNING

• MENTOR TO GAIN BETTER PERSPECTIVE OF ENTREPRENEUR / ORGANIZATIONAL ISSUES
WHAT IS A MENTOR?

A MENTOR IS A LEARNING LEADER WHO FACILITATES THE LEARNING PROCESS FOR A MENTEE:

- Promotes intentional learning through multi-channels: transformational learning, beyond the day to day experience
  - Coaching, insights, sharing own experiences (anecdotes and personal scenarios), guidance, modeling, stimulates individual growth, encourages thought provoking opportunities that help develop a personal vision, helps mentee identify his personal winning strategy, elicits high commitment to personal change and development
- Opens doors to learning opportunities when possible and appropriate
- Provides mentee exposure to broad networks
- Provides a broader view thus creating a path for the future of the mentee.
WHAT IS THE MENTOR’S RESPONSIBILITY?

• MENTOR’S RESPONSIBILITY:
  • CAREER SUPPORT BY ENCOURAGING CHALLENGING AND GROWTH OPPORTUNITIES
  • EMOTIONAL SUPPORT: ENCOURAGEMENT, RECOGNITION, FEEDBACK, COACHING
  • SUPPORT FOR SHORT TERM AND/OR LONG TERM PLANNING
  • ACCESS TO LEARNING OPPORTUNITIES, RESOURCES AND NETWORKING
  • KEEPS THE MENTEE ON THE RIGHT TRACK TO AVOID AIMLESS DETOURS
WHAT IS THE VOLUNTEER MENTORS COORDINATOR’S ROLE?

• THE VOLUNTEER MENTOR’S COORDINATOR WILL REVIEW THE PROGRESS OF THE MENTOR/MENTEE AND HELP IN THE LEARNING AND MAKING SURE THE MENTOR/MENTEE IS GETTING ALL THE SUPPORT NEEDED FROM THE PACE BUSINESS DEVELOPMENT CENTER
MENTORING PROGRAM PROCESS

HOW OFTEN DO YOU MEET?
• MENTEES AND MENTORS MAY MEET ONCE A MONTH

HOW DO YOU WORK TOGETHER?
• MENTEES AND MENTORS REVIEW THE MENTEE’S NEEDS ASSESSMENT AND ESTABLISH GOALS FOR CAREER DEVELOPMENT.
  • RESOURCES ARE AVAILABLE ON THE MENTORING WEBSITE TO GUIDE CONVERSATIONS AND DEVELOPMENT OPPORTUNITIES
• MENTEES WORK ON THE DEVELOPMENT ACTIONS AND CHECK IN WITH MENTOR FOR COACHING
• MENTEES AND MENTORS COMPLETE QUARTERLY FEEDBACK REPORTS ON-LINE.

HOW LONG IS THE PROGRAM?
• IT IS A SIX MONTH PROGRAM. WITH PERIODIC MEETINGS WITH MENTOR EITHER IN PERSON OR INTERACTIVELY ONLINE DEPENDING ON THE MUTUAL AGREEMENTS.
MENTORING FRAMEWORK

Types of Mentoring Relationships

- Senior Leaders
- Peers
- Subject Matter Expert
- External
- Family

Types of Sub-Mentors

- Leadership Challenges
- Operational Issues
- Human Relations Considerations
- Financial Management
- Marketing & Sales Opportunities

Types of Mentoring Discussions
STEPS IN THE MENTORING PROCESS

• **STEP 1.** MENTEES REGISTER ON-LINE – WWW.PACELADBC.ORG/CONSULTING.ORG

• **STEP 2.** COMPLETE COMPETENCY ASSESSMENT

• **STEP 3.** ATTEND MENTORING WORKSHOP: MENTORING OVERVIEW AND FAMILIARIZATION WITH ON-LINE TOOLS

• **STEP 5.** MENTOR AND MENTEE FIRST MEETING: GET ACQUAINTED AND COMPLETE MENTOR / MENTEE CONTRACT

• **STEP 6.** MENTOR AND MENTEE ON-GOING MEETINGS: REFER TO DISCUSSION GUIDE, AGENDA, WORK ON AREAS FOR DEVELOPMENT AND CHALLENGES, MEASURE OUTCOMES

• **STEP 7.** QUARTERLY FEEDBACK SUBMITTED ON-LINE

• **STEP 8.** END OF PROGRAM FINAL PROGRAM EVALUATION
IDENTIFY STRENGTHS & DEVELOPMENT NEEDS

• IDENTIFY AREAS THAT NEED IMPROVEMENT AND BRAINSTORM ACTIONS FOR DEVELOPMENT
  • REVIEW THE ASSESSMENT AND IDENTIFY STRENGTHS AND DEVELOPMENT AREAS
  • ADD ANY OTHER AREAS YOU WANT TO DEVELOP
  • PRIORITIZE: WORK JUST ON THE TOP 3 ISSUES
  • IDENTIFY ACTION STEPS THAT WILL HELP YOU ACHIEVE DESIRED GOALS
    • WHAT RESOURCES YOU WILL NEED AND HOW CAN YOUR MENTOR SUPPORT YOU?
  • COMMIT TO EXECUTING ON YOUR ACTION PLAN
  • DETERMINE HOW YOU WILL TRACK PROGRESS AGAINST YOUR ACTION PLAN
GET ACQUAINTED MEETINGS WITH MENTEE

• GET ACQUAINTED AND ESTABLISH A RELATIONSHIP
  • FIND COMMONALITIES AND SHARE PERSONAL INTERESTS, HOBBIES
  • SHARE PROFESSIONAL BACKGROUND, EDUCATION, AND AREAS OF EXPERTISE
  • LEARN ABOUT WHAT IS MOST IMPORTANT TO EACH ONE OF YOU

• SET EXPECTATIONS
  • WHAT DOES THE MENTOR EXPECT FROM THE MENTEE?
  • WHAT DOES THE MENTEE EXPECT FROM THE MENTOR?
  • WHAT WILL THE MENTOR PROVIDE OR NOT PROVIDE?
  • HOW WILL WE MEASURE AND EVALUATE OUTCOMES?
ON-GOING MEETINGS

• SET A SPECIFIC TIME, DATE, AND LOCATION
• HAVE AN AGENDA PREPARED IN ADVANCE
• HAVE A SUMMARY OF NOTES FROM THE LAST SESSION
• MEET AT THE AGREED TIME AND BE PUNCTUAL
• FOLLOW UP ON ACTION ITEMS FROM LAST MEETING
• AGREE ON WHAT WILL BE DISCUSSED IN NEXT MEETING
• AGREE ON ACTION ITEMS TO BE ACCOMPLISHED AGAINST DEVELOPMENT PLAN
• MENTEES AND MENTORS HAVE ONE FINAL MEETING TO SHARE LEARNINGS AND CELEBRATE THEIR SUCCESS
ONLINE FEEDBACK AND TRACKING TOOL

• TO ENHANCE YOUR MENTORING RELATIONSHIP AND ULTIMATE OUTCOME OF YOUR DEVELOPMENT PLAN

• SHARE FEEDBACK TO RECOGNIZE ACCOMPLISHMENTS, AND TO SUGGEST OPPORTUNITIES FOR IMPROVEMENT

• TRACK AND MONITOR PROGRESS
• MENTEE AND MENTORS COMPLETE AN END OF THE PROGRAM EVALUATION TO DETERMINE THE EFFECTIVENESS AND MEASURE RESULTS.
MENTEE PROGRAM SUMMARY

MANDATORY:

- MENTEE MUST FIRST REGISTER
- COMPLETE SELF-ASSESSMENT (MENTEE)
- IDENTIFY STRENGTHS/DEVELOPMENT
- ATTEND MENTOR/MENTEE MEETINGS
- ATTEND AN OVERVIEW WORKSHOP
- AGREE TO A MINIMUM OF 6 MONTH ENGAGEMENT
- PROVIDE FEEDBACK: QUARTERLY AND END OF PROGRAM
“I hear and I forget. I see and I remember. I do and I understand.”

Confucius
IF YOU ARE INTERESTED IN BECOMING A VOLUNTEER MENTOR

REGISTER ONLINE NOW!

www.paceladbc.org/consulting/mentor