

Program Introduction & Mentor & Mentee Training February 27, 2018

# MSM eMentoring

## About the Program

- Voluntary self-directed, online mentoring program facilitated by **MentorcliQ**
  - a software program that uses algorithms to match Mentees with Mentors in mentoring relationships to discuss career goals, development of various skills and competencies, among others.
- Will include:
  - ✓ Resource materials
  - ✓ Database of mentors
  - $\checkmark$  Suggestions on how to start a mentoring relationship
  - ✓ Training materials
  - ✓ Program benefits
  - ✓ Program evaluations
- Online program will be augmented by in-person events
- 6 month program with renewal options (rolling enrollment)

## Why eMentoring?

- Mentoring has become an increasingly prevalent way of providing career guidance and increasing organization cohesion and morale. Using the wisdom that exists within an organization optimizes organization strengths while developing new talent.
- Our mission is to facilitate these potential mentoring relationships with an online mentoring program that makes the connections as seamless, time efficient, and beneficial as possible for both mentor and mentee.



### Career & Professional Development at MSM

	MSM eMentoring	HR Professional Development Program	Mentoring Academy	Learning Management System	OEPE	Faculty Development Program	Presidential Fellows
Provides both training & mentoring opportunities	X	x	X			x	X
Self-directed	x				x		
Online	Х			x	X		
Open to all MSM faculty & staff	x	x			x		
Flexible (Both formal & informal elements)	x						

#### **In-Person Events**



## **MSM** eMentoring

**JANUARY 25** Speed Mentoring (12:30pm -1:30pm)

**FEBRUARY 20 & 27** Lunch with Leaders (12:30pm -1:30pm)

Meet Your Mentor (12:30pm -1:30pm)

MARCH 15 Lunch with Leaders (12:30pm -1:30pm)

**APRIL 17 & 25** Lunch with Leaders (12:30pm -1:30pm)

Lunch with Leaders (12:30pm -1:30pm)

**JULY 12** End of Cycle Celebration (12:30pm -1:30pm)



To reach your profile:

https://msm.mentorcliq.com

Login & Password same as MSM

## Program Evaluations



 Please make sure to take the brief surveys eMentoring sends so we can keep up with your progress and provide you with valuable mentoring reports.



## Mentor/Mentee Training

# **Defining The Terms**

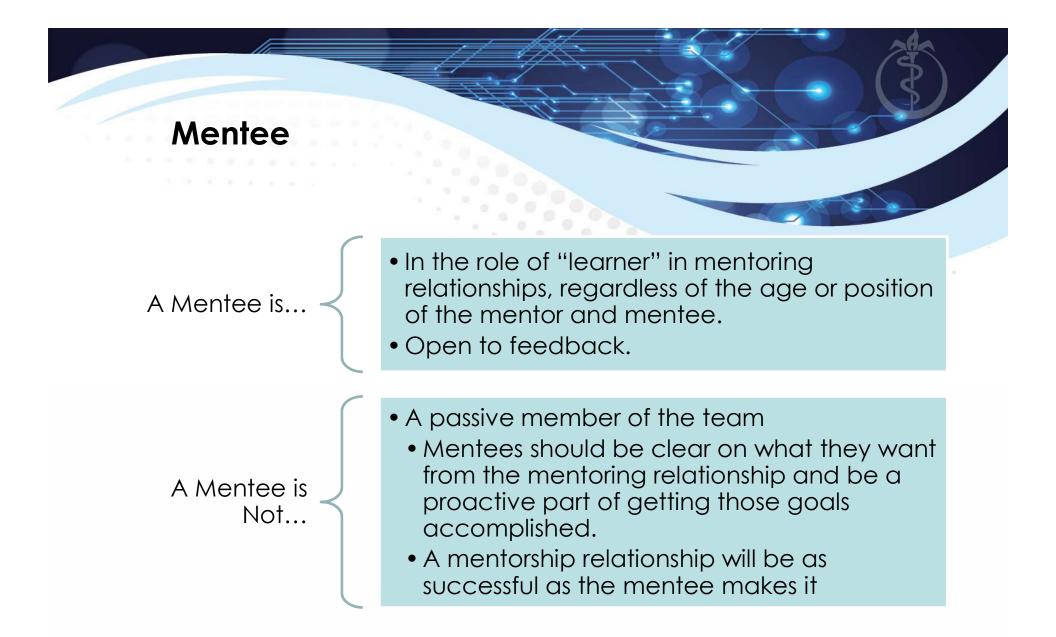
#### Mentor

A Mentor is...

A Mentor is Not...

 An individual with expertise who can help develop the career goals of a mentee. • Someone who can help the mentee learn the ropes and prepare for career advancement. • Someone who can help the mentee develop a sense of competence and clarity of identity. A Manager A Mentor should not direct actions or make decisions rather they should guide mentee insight into their own careers. Just a Resource Mentees should be sensitive to the difference between asking for help/advice from your mentor and demanding favors from your mentor. • The Only Resource One mentor is unlikely to fulfill all

developmental needs



Remember: <u>A Mentor-Mentee relationship</u> <u>does not guarantee a raise or a</u> <u>promotion. It is one piece of the</u> <u>mentee's career development</u> <u>plan.</u>

#### **Develop a Communication Plan** 1.

- Mentors: Let your mentee know when a) you are free and set up times you can talk.
- Mentees: Follow up on communication b) times with calendar invites.

#### TIP: Setting up a set time often works ex: 15 minute Monday check-ins at 11 am.

The program suggests touching base a) at least 4 times a month to ensure a fulfilling mentoring relationship.

Remember : Touching base can be an email, on the phone, or in person.

The art of

communication is

the language of leadership," —James Humes

# 2. Define goals for your mentoring relationship

- a) Setting up goals will help the mentor meet the needs of the mentee and define the mentoring relationships.
  - Examples:
    - Does the mentee want to build or hone their skills?
    - Do they want to change careers?
- b) SMART Goals
  - a) Specific, Measurable, Attainable, Relevant, & Time-bound

"Setting goals is the first step in turning the invisible into the

visible."

-Tony Robbins

## Example of goals:

- a) Mentee goals
  - To develop a leadership role to prepare for future growth in the next two years.
  - To gain a greater awareness of opportunities and activities that can broaden my education this academic year.

b) Mentor goals

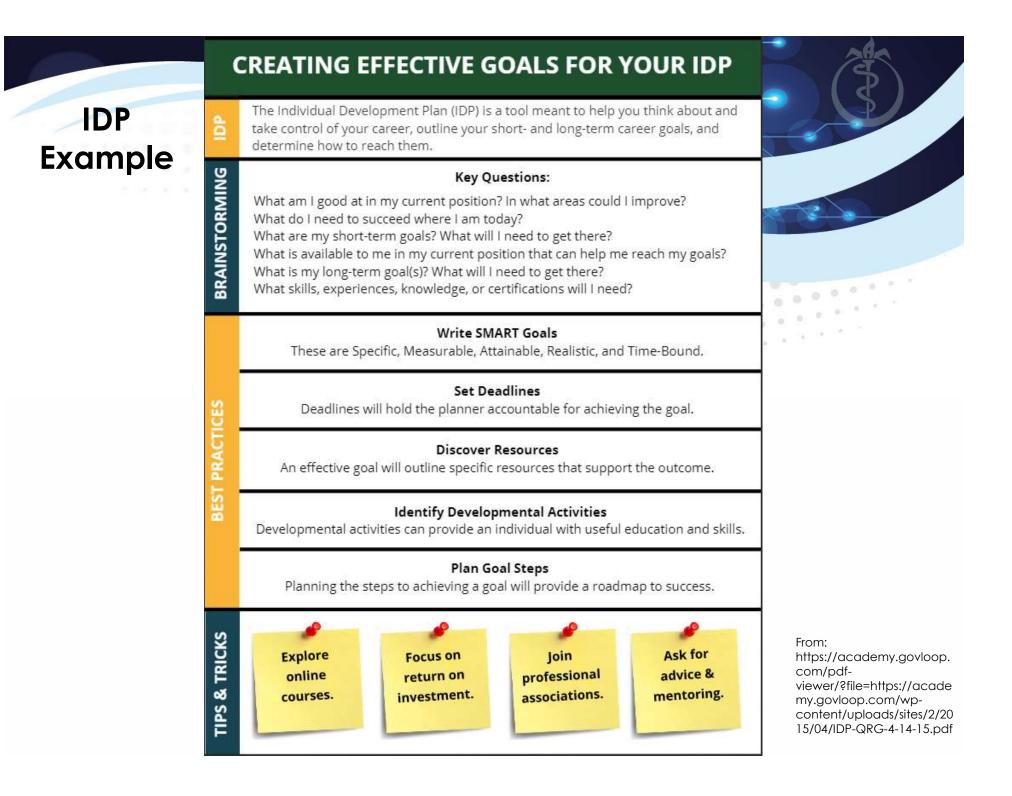
- To advise and make recommendations on best practices surrounding mentee's objectives/ goals during the mentoring relationship.
- To provide guidance and support by creating an atmosphere of openness where meaningful communication and trust can exist.

# 3. Develop or Share the Mentee's IDP

- a) An individual development plan (IDP) is a template to assist professionals in their career and personal development.
- b) Great templates to develop an IDP plan can be found online. Several resources can be found on our website.

"We can't become what we want to e by remaining what we are,"

-Max De Pree



#### SAMPLE IDP – Individual Development Plan

### IDP Example

**Meet Jill Robinson** 

City of Denver, Office of the Chief Information Officer (OCIO) Current Position: IT Systems Engineer

Future Positions:

SHORT TERM GOALS

LONG TERM GOALS

- Short term Senior Systems Engineer
  - requires continued work & success, possibly certification(s)
- Long term Information Technology (IT) Architect
  - requires certifications & possibly advanced degree





 Attend the Advanced IT Seminar that my manager is leading next month as the first step in building the IT skills necessary to become Senior Systems Engineer.

- Complete the Career Aptitude test by the end of June.
- Research the graduate programs in the area that have a terminal degree that complement my goal of the IT Architect position.
- Learn more about the position of IT Architect by reaching out to John Smith, a former supervisor, and ask him to be my mentor.
- Complete the Myer-Briggs test to learn more about personality strengths and how they can expand my leadership skills.
- Attend a Leadership seminar to ease my way back into education, followed by a self-paced online course in IT, and then enroll in a Masters of Computer Science degree, all to aid in goal to become an IT Architect in the future.
- Sign up to receive email updates when new articles are posted about advances in Information Technology. I will read at least one article each week in an effort to continuously expand my IT knowledge.
- Enroll and complete the Masters program in Information Technology at the University of Colorado by 2017.
- Attend a national conference with a focus on IT this summer and each following year annually for the entirety of my career.
- Read literature to expand knowledge of emerging technologies now, attend a leadership seminar next month, then go through mentoring to aid in promotion to Senior Systems Engineer.

From: https://academy.govloop. com/pdfviewer/?file=https://acade my.govloop.com/wpcontent/uploads/sites/2/20 15/04/Sample-IDP-Jill-Robinson-4-14-15.pdf

## 4. Create a secure space

- a) What happens in a mentoring session stays in a mentoring session.
  - Set up guidelines for mutual respect and understanding.



# 5. Engage your active listening skills

- a) Give your full attention.
- b) Don't interrupt unless to clarify (and do not see another opportunity).
- c) Take notes when appropriate and repeat if necessary for clarity.
- d) Repeat action items at the end of the session.

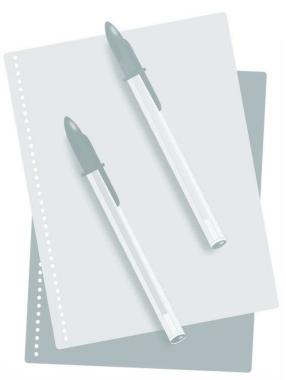
"Dne of the most sincere forms of respect is actually listening to what another has to

say," —Bryant McGill

## 6. Document your progress.

- a) Documentation helps move the relationship forward with everyone on the same page
- b) Documentation can include:
  - a) Emails
  - b) Brief notes
  - c) Action items
- c) Documentation should not be a tedious process.





## 7. Avoid Common Pitfalls

- a) Respect mentors' time
- b) Avoid getting defensive when a mentor disagrees or provides feedback
- c) If irreconcilable conflicts occur, contact <u>ementoring@msm.edu</u>.
  - a) Negative mentoring relationships reduce job satisfaction and increase stress.





# How to Engage a Mentor or Mentee That is Not Communicating:

- 1. Remember the respect rule.
- 2. Make correspondences clear & detailed.
- 3. Align & realign relationship (
- 4. Change the meeting style.
- 5. Revisit goals.

From: 1. https://www.mentorcloud.com/blog/2014/12/31/innovative-ways-to-keep-your-mentees-engaged

# After the Program



- We encourage the mentoring relationships to continue whether in or out of the eMentoring system. However, many mentoring relationships reach their logical end for several reasons.
- Mentees should follow up with their mentor after the program to keep in touch and share their progress.



### TO DO- NEXT STEPS

#### Mentees (Next 2 Weeks)

- 1. Develop a Communication Plan with your Mentor
  - a) Let your mentor know when you are free and set up times you can talk.
  - b) The program requires touching base at least 4 times a month to ensure a fulfilling mentoring relationship.
    - Touching base can be an email, on the phone, or in person.
- 2. Develop an Individual Development Plan
  - a) An individual development plan (IDP) is a template to assist professionals in their career and personal development.
    - a) Great templates to develop an IDP plan can be found online.
    - b) Several resources can be found on our website.
- 3. Define Goals for your mentoring relationship
  - a) Do you want your mentor to help you build or hone their skills? Are you interested in changing careers? Setting up goals will help you create a clear expectation to your mentor of what you would like your relationship to touch upon

#### Mentors (Next 2 Weeks)

- 1. Confirm your availability with your mentee.
- 2. Confirm goals for your mentoring relationship.



## Thank You!

Contact Information ementoring@msm.edu

We will respond to your requests within 24-48 hours.

## **MSM**eMentoring

**Director** Meryl S. McNeal, Ph.D., MA

Assistant Director Ashley K. Mitchell, MSPH

Administrative Assistant Linda Simmons "Mentoring is a brain to pick, an ear to listen, and a push in the right direction." — John Crosby