

CO DVR Mentoring Program Summary

Program Overview

DVR is committed to providing all employees the opportunity to develop their careers. Many programs already exist to help employees enhance their skills and gain new job experiences. DVR is adding a mentoring program, available to all employees, to complement these programs.

Mentoring is a professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth. Mentoring takes place outside of a line manager-employee relationship, and is career-focused.

Role of the Mentor

Mentor Responsibilities:

- Teach the mentee about the organization
- Coach the mentee to develop particular skills
- Facilitate the mentee's growth by sharing resources and networks
- Challenge the mentee to move beyond his or her comfort zone
- Create a safe learning environment for taking risks
- Focus on the mentee's total development

Mentor Selection Criteria:

- Manager or senior level professional for at least a year
- High level performer
- Able to commit to time to mentoring

Role of the Mentee

Mentee Responsibilities:

- Be committed. Take responsibility for meeting the objectives of your program
- Be an active participant
- Follow-through...Practice what you learn

Mentee Selection Criteria:

- Employee of DVR for at least one year
- At least "meets standard" performance
- Able to commit time to mentoring

Program Logistics

- Mentors and mentees apply to the program by completing appropriate application form
- Mentors/Mentees selected and paired by Leadership Team
- Mentors attend mentor training
- Mentor invites mentee to first meeting
- Mentor/Mentee develop mentoring plan and sign agreement
- Mentor/Mentee meet a minimum of once a month
- Leadership Team is available for support
- Mentor/Mentee relationship comes to an end at the completion of designated time frame

DVR Mentoring Program

Draft Program Announcement

To: All DVR Employees
From: DVR Director
Subject: DVR Mentoring Program Announcement

At DVR we are committed to helping all our employees develop their careers. Many programs already exist to help employees enhance their skills and gain new job experiences. I am very pleased to announce that DVR has developed a new mentoring program, available to all employees, to add to our career development “tool box.” We will begin with a pilot program including 10 pairs of mentor/mentees.

Members of the DVR team will be offered the opportunity to participate in the pilot program as mentors or mentees. Mentors will assist mentees in developing specific skills and knowledge that will enhance the mentees’ professional and personal growth. A brief description of the program is attached.

Mentors will be provided with mentor training, and all participants will receive information about the program and the materials necessary to build a successful mentor/mentee relationship.

If you are interested in participating in the pilot program, either as a mentor or mentee, please contact XXX for additional information and to complete an enrollment form.

I am very excited about DVR Mentoring Program and am looking forward to your participation!

Information for Mentees

Mentoring

Mentoring is a professional relationship in which an experienced person (the **mentor**) assists another (the **mentee**) in developing specific skills and knowledge that will enhance the less-experienced person’s professional and personal growth

Program Overview

- Takes place outside of a line manager-employee relationship, at the mutual consent of a mentor and the person being mentored
- Is career-focused or focuses on professional development that may be outside a mentee’s area of work

- Relationship is personal and confidential - a mentor provides both professional and personal support
- Relationship may be initiated by a mentor, mentee, or created through a match initiated by the organization
- Relationship crosses job boundaries
- Relationship may last for a specific period of time (nine months to a year) in a formal program, at which point the pair may continue in an informal mentoring relationship

Responsibilities of Mentee

- Be committed
- Be an active participant
- Follow-through...Practice what you learn
- Take responsibility for meeting the objectives of your mentoring program

Criteria to become a Mentee

- All employees with the division for at least one year
- “Meets Standard” performance
- Able to commit to time frame

How to Enroll in Program

- Submit application with DVR Leadership Team
- Leadership Team will approve
- Leadership Team will pair with compatible Mentor

Mentee Application

Contact Information

Name	
Cell Phone	
Work Phone	
Work E-Mail Address	
DVR Hire Date	

Availability

During which hours are you available for mentoring?

Weekday mornings

Weekday afternoons

Lunchtime

Criteria to become a Mentee

Please check all that apply:

- Able to commit to time frame (9 months to year)
- Able to be an active participant
- Able to follow-through...practice what you learn
- Able to take responsibility for meeting the objectives of your mentoring program
- Able to maintain communication with mentor

Tell us about yourself

What do you believe are your professional strengths? What areas would you like to work on developing? Where do you see yourself professionally in 5 years?

Program Goals

Describe what goals you would like to achieve through the mentoring program.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete, and that I can fulfill the requirements of a mentee in the DVR mentoring program.

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in the Mentoring Program.

Information for Mentors

Mentoring

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Program Overview

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Responsibilities of Mentor

- Teaches the mentee about the organization
- Coaches the mentee to develop particular skills
- Facilitates the mentee's growth by sharing resources and networks
- Challenges the mentee to move beyond his or her comfort zone
- Creates a safe learning environment for taking risks
- Focuses on the mentee's total development

Criteria to become a Mentor

- Manager or senior level counselor for at least a year
- High level performer
- Able to commit to time frame

How to Enroll in Program

- Submit application with DVR Leadership Team
- Leadership Team will approve
- Leadership Team will pair with compatible Mentee

Mentor Application

Contact Information

Name

Cell Phone	
Work Phone	
Work E-Mail Address	

Availability

During which hours are you available for mentoring?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Criteria to become a Mentor

Please check all that apply:

- Able to commit to time frame (9 months to year)
 Able to teach mentee about organization
 Able to coach mentee to develop particular skills
 Able to facilitate the mentee's growth by sharing resources and networks
 Able to challenge mentee to move beyond his or her comfort zone
 Able to create a safe learning environment for taking risks
 Able to focus on mentee's total development
 Must be a manager or senior level counselor for at least a year

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, previous mentor work, or through other activities, including hobbies or sports.

Previous Mentor Experience

Summarize your previous Mentor experience.

Person to Notify in Case of Emergency

Name	
Home Phone	
Cell Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a mentor, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in mentoring.

Mentor/Mentee Agreement

Expectations Developed by Mentor & Mentee Together

1. What is the most important thing each of you would like to get from this partnership?

2. What goals or expectations do each of you have?

3. What help or support do you want to receive as the mentee?

4. What help or support are you willing to provide as the mentor?

5. What are the mentorship start and end dates?

Logistics Determined by Mentor & Mentee Together

1. How often will we talk/meet?

2. When are the best times for us to talk?

3. What are realistic time frames for returning calls outside of our standard meeting time?

4. What is the best way for us to communicate (e-mail, voice mail, direct calls, face-to-face visits)?

5. How will we alter this agreement if it becomes necessary?

6. What is an appropriate response if I don't get a timely communication?

Signatures

Mentor

Mentee

Date
