

McHenry County College Mentoring Program

Purpose:

To extend the educational mission of the college to employees by providing professional development opportunities to faculty, staff and administrators in support of life-long learning and career satisfaction.

Objective:

To help employees recognize and pursue professional development experiences through a mentoring relationship.

Program Philosophy:

In this program, mentoring is viewed as a relationship between two people, with one being the mentor (i.e., advisor and coach) and the other being the mentee (i.e., protégé and learner). Both mentor and mentee stand to benefit from the relationship; mentees receive feedback, guidance and support and mentors receive the satisfaction that comes from sharing their knowledge and experiences to help someone else achieve their goals. Mentoring is not related to age, gender, job level or length of service at the college. For the mentoring relationship to progress smoothly there are commitments that must be agreed to at the start of the relationship. Participation in this program is voluntary.

The mentoring relationship created by this program is not intended to be in conflict with supervisory authority or direction of the mentee. Supervisors understand employee mentoring relationships often result in more professional and productive employees. Supervisor approval is necessary for mentor/mentee participation in mentoring activities which fall within the college work day.

The Mentor and Mentee Commitment:

No two mentor/mentee relationships will be alike. For a mentoring relationship to be meaningful to both parties, a significant amount of personal time should be invested. The following are examples of tasks that may enhance the mentoring relationship.

- developing and nurturing a mentor/mentee relationship
- sharing professional/personal experiences
- researching information
- attending networking meetings
- working on goals and designing an individual mentoring action plan (I-MAP)
- learning experiences outside of the workplace
- evaluating outcomes

Institutional Commitment:

In addition to providing administrative support and guidance for the program, the college will support:

- assistance with matching mentor/mentees
- release time for approved professional development experiences that occur during the normal college workday, in coordination with your departmental needs
- opportunities for special assignments
- formal and informal education and training that is indicated in the individual mentoring action plan (I-MAP)
- orientation program for participants
- program assessment and improvement based on participant needs.

Timeframe:

- Minimum of three months
- Maximum of 1 year

Timeframe will vary from relationship to relationship

Evaluation:

- Partners will assess the experience every 3 months to determine whether or not to continue working together.
- Each mentee will submit a final narrative evaluation describing the general outcome of his/her action plan and what was learned from the process.
- Partners will voluntarily participate on a public panel to share insights from the mentoring experience with other employees.
- Participants will help evaluate the mentoring program.

For additional information please contact:

Pat Stejskal – Coordinator of Employee Training & Development

x7530

Mentee Application

Name _____ Date _____

Position _____ Extension _____

Yes! Sign me up for the employee mentoring program. I am interested in working with a mentor who can help me explore what I might do to:

- increase my satisfaction with my current position.
 - figure out what I want to do in the future.
 - get where I want to be in my career.
 - be more effective at work.
-

I am willing to

- develop an action plan to help reach my goals.
- commit at least 3 months of time to developing the mentoring relationship and to pursuing the objectives in my action plan.
- evaluate my progress.
- share with others in the college what I learned through the mentoring program.

If there is a particular professional position you are interested in learning about, please indicate: _____

Briefly describe other reasons why you would like to work with a mentor _____

Please describe what characteristics you would hope to find in a mentor _____

Who would you most like to work with as mentor? _____
