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Supporting Services Mentoring Program



Mentoring Program Definition

What is this?

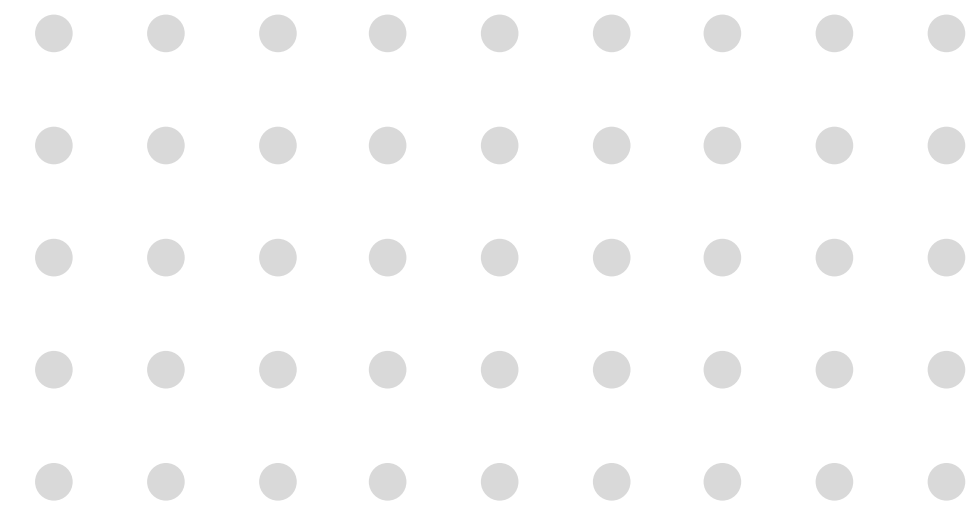
The MCPS Mentoring Program for supporting services employees provides mentors to both new employees and existing staff to help them **excel** in their role, **direct** them to training and on-the-job work experiences, and **prepare** them for career development opportunities.



A mentor is not someone
who walks ahead of us
and tells us
how they did it.

A mentor is someone
who walks alongside us
to guide us
on what we can do.

@simonsinek



The Mentoring Program...

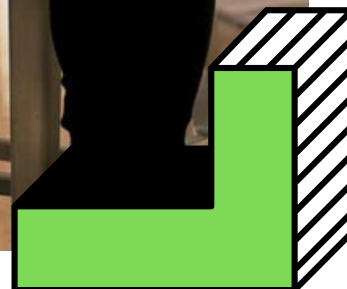
- is voluntary
- pairs a volunteer MCPS employee mentor with an employee who is interested in working with a mentor/coach
- helps new employees adjust to their jobs
- helps existing employees excel in their jobs
- provides an opportunity for employees to learn about career advancement opportunities
- provides employees with guidance on useful training to work towards personal professional goals

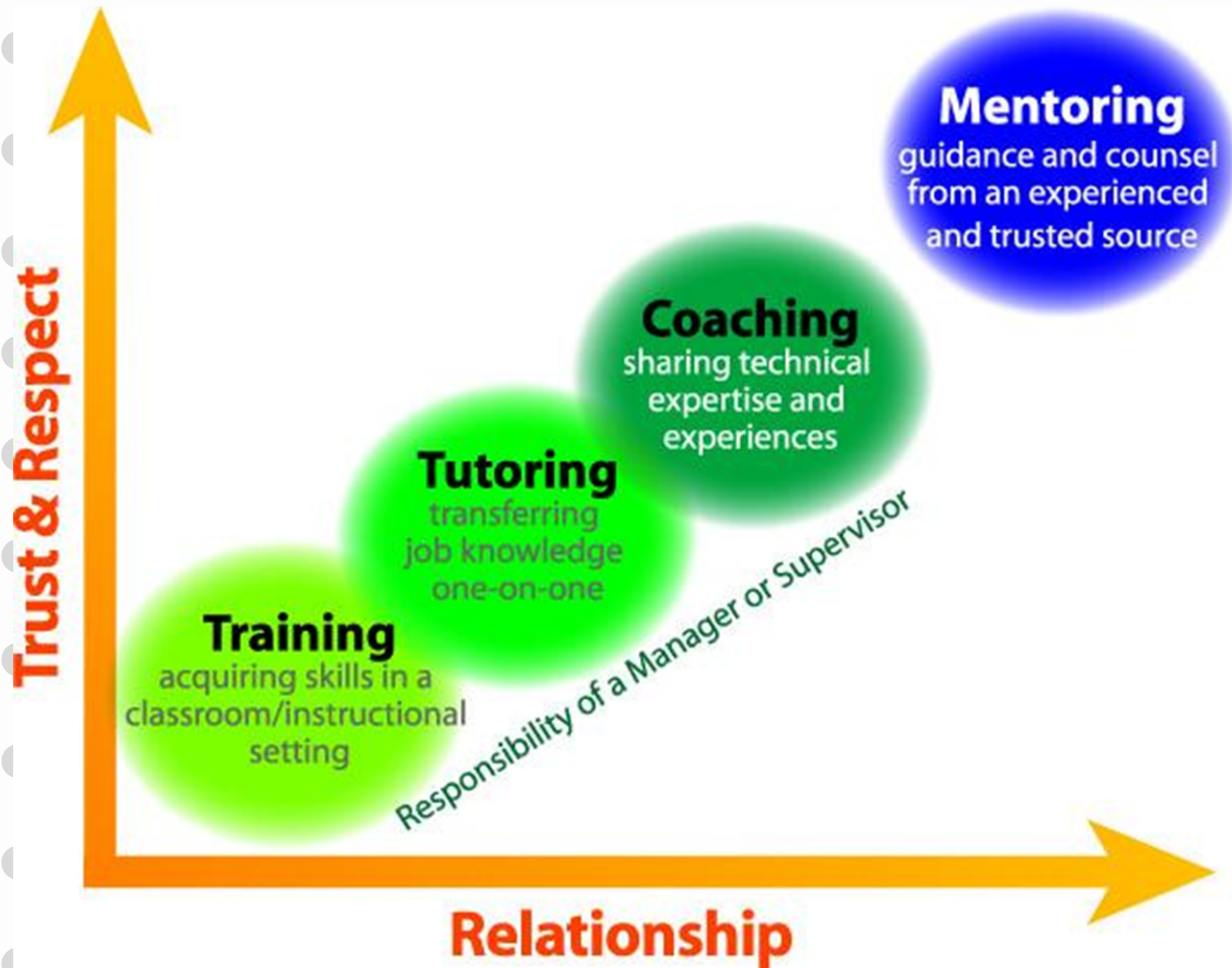


Benefits of Mentoring

Mentoring ...

- fosters satisfied and productive employees
- sustains a culture of respect
- improves recruitment and boosts retention
- increases organizational agility and capacity
- build a professional learning community
- creates a positive work environment in a self-renewing organization

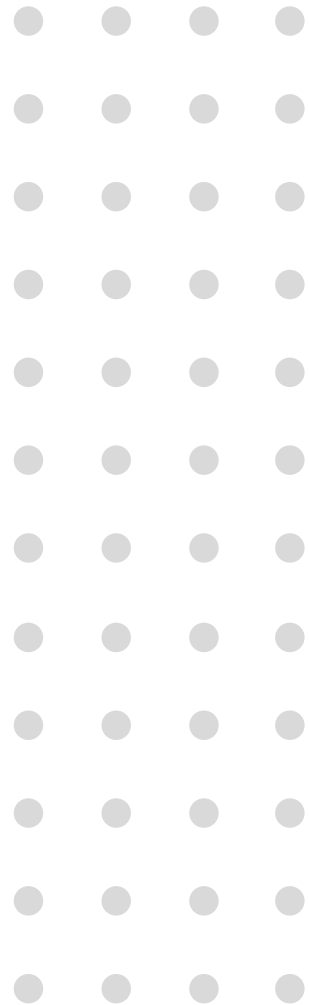




Mentors are experienced and trusted and provide a level of support beyond what employees receive in a standard manager-employee relationship.



Example: Bus Driver



TRAINING

New driver participates in extensive driver and safety training.

TUTORING

A buddy is assigned to a new driver for a two-day period to review the MCPS DOT policies and procedures; new driver drives a run.

COACHING

A Bus Route Supervisor (BRS) rides along with a new driver to ensure understanding

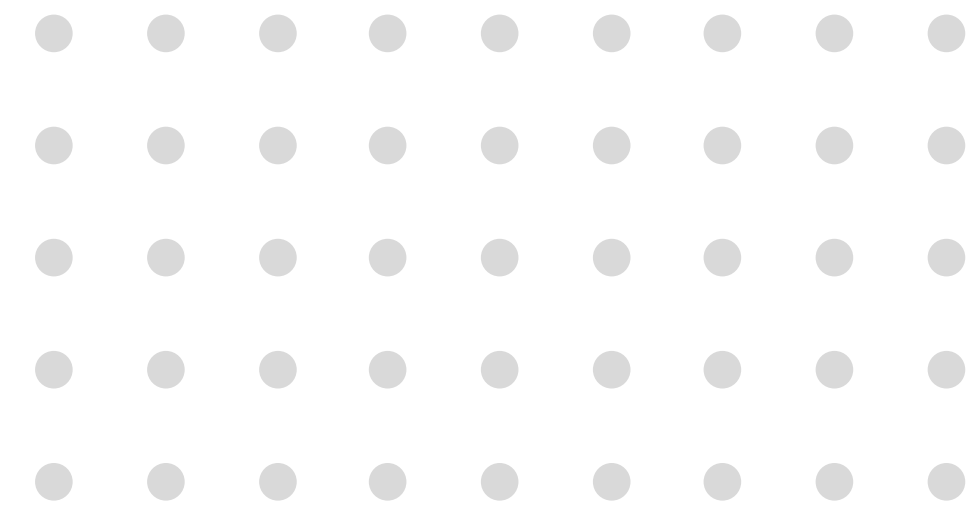
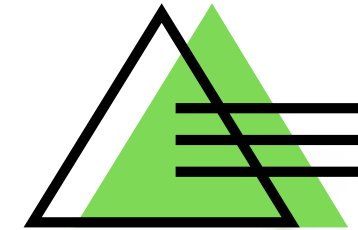
MENTORING

An employee with supervisory and interview skills assists a bus driver who wants to apply for a BRS position.



How does the program work?

- Mentee selects mentor from the Career Pathways Mentoring Program Webpage
- Mentee initiates contact with the mentor
- Mentee reviews mentoring objectives with mentor (on the mentor request form)
- If both the mentee and mentor agree that the relationship is a good fit, they schedule a meeting.





How does the program work?

- They sign a mentor - mentee agreement form and submit it to the Career Pathways Team
- The mentee and mentor maintain an official mentoring relationship for *up to 12 months*
- If the relationship is not a good fit, the mentee seeks another mentor





Mentors provide the following kinds of support:

- Strategize career opportunity paths within the system
- Explore possibilities for new kinds of work
- Suggest sources of training, coaching, and tutoring
- Model successful employee practices
- Offer tips for contributing to a positive workplace environment
- Recommend ways to cope with difficult situations
- Provide encouragement and empathy
- Direct towards resources in and out of MCPS for personal and professional counseling

To be a mentor you must...

- be employed by MCPS for a minimum of 5 years
- have been in your current position for a minimum of 1 year
- have a breadth of experience, e.g. participation in MCPS committees and/or collaboration committees, volunteer activities, and work experiences outside of MCPS
- Commit to confidentiality of content as it relates to a mentor - mentee relationship
- be willing to assume the responsibility
- be employed by MCPS (not restricted to support staff)*

**Cannot be a supervisor of the mentee*



Mentor Skills

Effective communication skills
(both written and verbal)

Strong interpersonal and
relationship-building skills

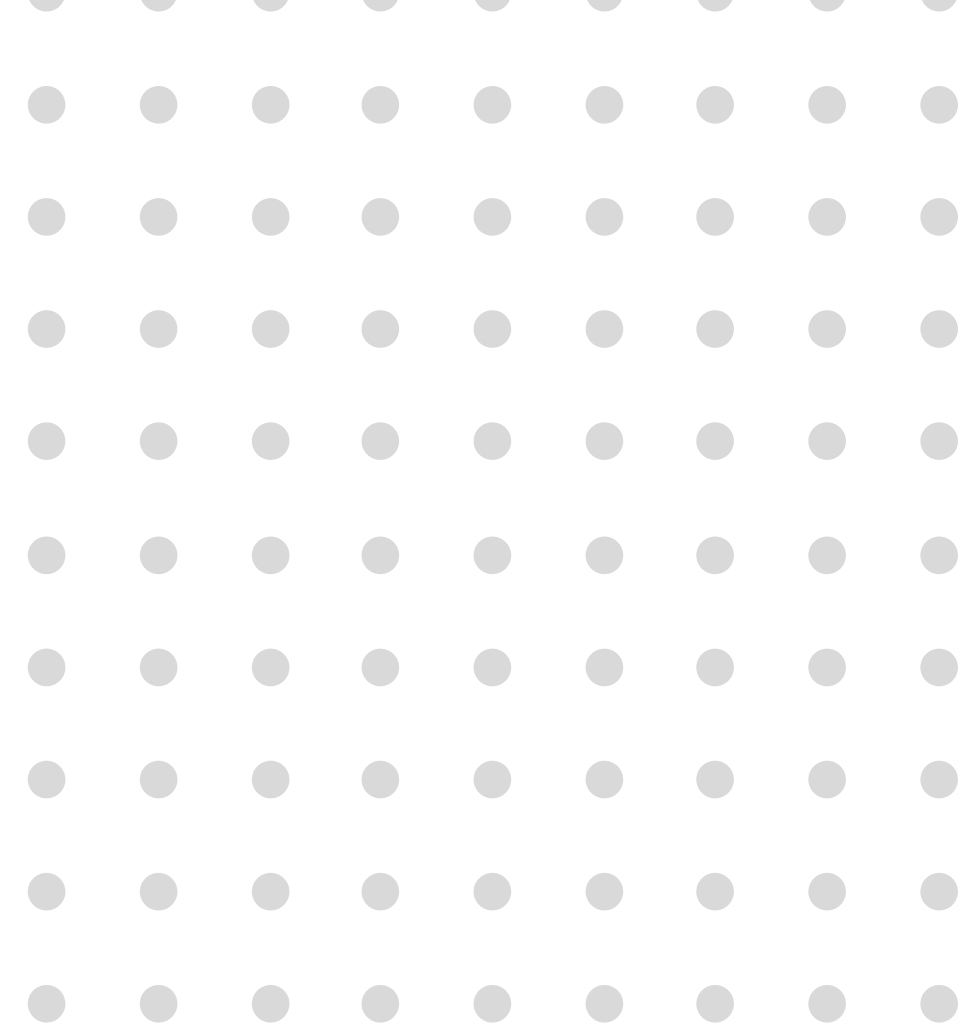
Demonstrates professionalism

Exhibits leadership qualities

Solves problems efficiently
and effectively

Commits to MCPS and
its stakeholders

High level of organizational skills

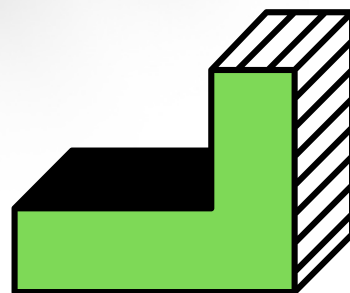




Mentor Duties

- Establish a supportive relationship with the mentee
- Help the mentee identify skill areas for development
- Meet with the mentee for a maximum of 4 hours per month
- Maintain a mentor log and submit monthly
- Suggest ways to communicate effectively with others
- Promote awareness about supporting services roles in various departments in MCPS
- Provide resources and access to networking opportunities





Mentee Eligibility

- Have permanent employment status with MCPS
- Not in PAR or special evaluation



Mentee Responsibilities

- Commit to the process
- Be willing to meet before and after duty day
- Provide feedback on the program



How do I get started?



As a mentor:

READ

The mentor job description

CONSIDER

If this is a good fit for you

COMPLETE

An interest form, to indicate your desire to participate

WAIT

For the Career Pathways Team to contact you with next steps

As a mentee:

RESEARCH

Potential mentors on the Mentor Program webpage

CHOOSE

A mentor you think will be a good fit and reach out to them

MEET

If both parties are agreed, set an initial meeting with your mentor

COMPLETE

The mentor-mentee agreement form





Need more information?

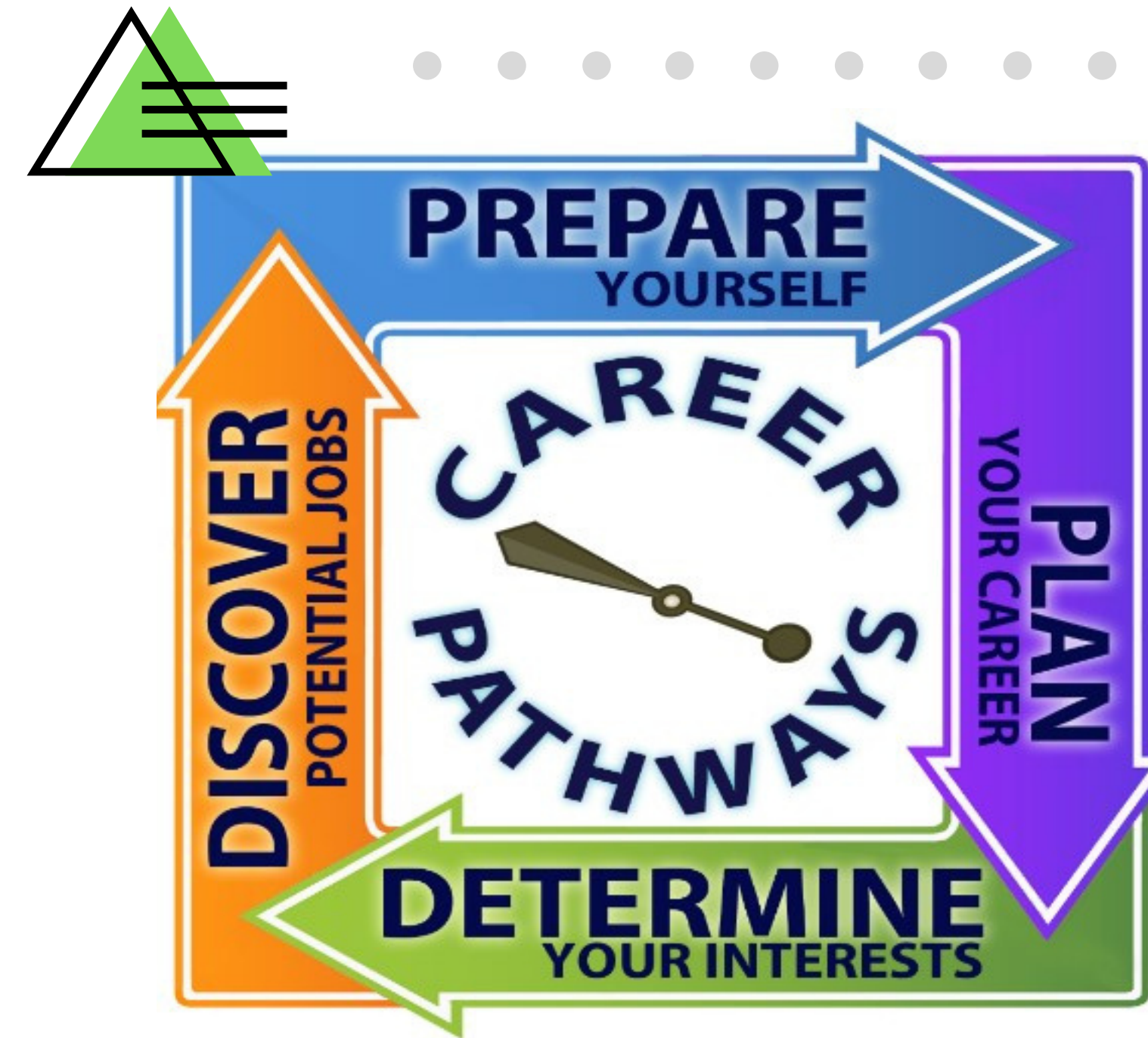
Contact the Career Pathways Team

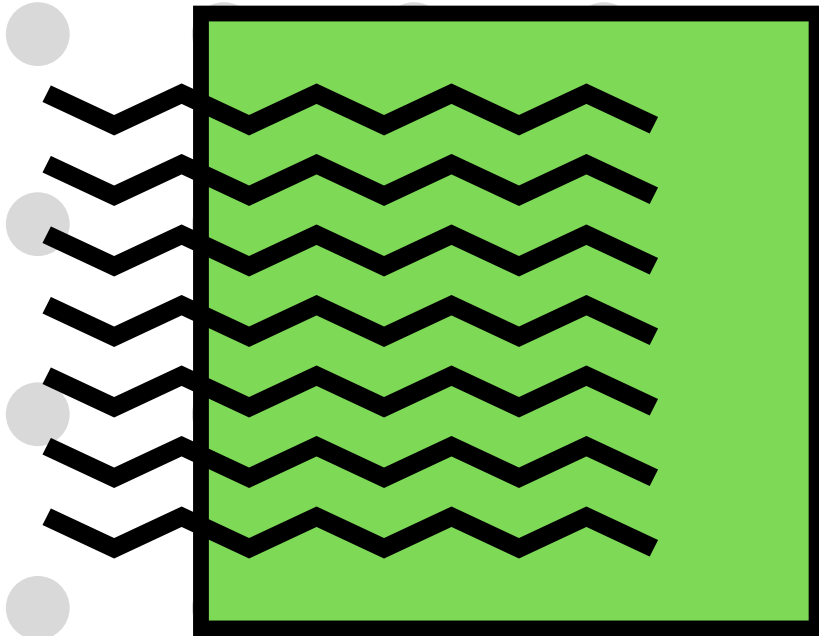
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THANK YOU! ■ ■ ■

