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**Leader Mentoring Program**

Passion is what fuels your growth and excites you about coming to work. It’s time to re-ignite that passion!

Formal mentoring is an important developmental initiative and a strong complement to informal mentoring. It helps the college create an environment where all employees have an opportunity to realize their full potential. There are many reasons to enter into a mentoring relationship and some of those benefits are as follows:

* Personal growth and fulfillment of your career goals
* Helping you to be proactive within roles
* Broadening your understanding the College as a whole and hearing another perspective

A confidential mentoring relationship can offer many benefits for participants. For the College, it is part of a retention/development plan to better develop our internal talent

**Program:**

Fleming’s program involves one mentor being assigned to one person and as a pair they work together for the entire period of the mentoring program.

**Would you like a Mentor?**

The choice of having a mentor is voluntary. To get a mentor all you need to do is fill in the appropriate, attached application form and get the approval of your senior leader. Senior leaders are encouraged to support this program and no proposal will be unreasonably denied. Senior leaders will be flexible to make this relationship work on the understanding that it does not hinder or interfere with your normal duties and responsibilities.

The main piece of information on the application form is the developmental goal you hope to achieve as a result of mentoring.

**Opt Out Clause:**

An opportunity to opt out of a mentoring relationship is very important to any formal mentoring program. Both the mentor and partner should have the option to come back to the HR Consultant – Staff Development and communicate that the mentoring relationship is not achieving the goals. When this happens there is no fault on either party. Once this is done a new mentor would be chosen for the partner. This is important because the matches are somewhat arbitrary and occasionally may not work to the satisfaction of either party.

This is only one of several initiatives designed to help you develop and increase your skills.

# Mentor Fact Sheet

**Profile of the Ideal Mentor**

This profile has been developed after a review of the research and benchmarking organizations that have successfully launched a formal mentoring program. The characteristics of ideal mentors to consider are as follows:

Mentors can:

* Help employees develop a specific skill – e.g. improve knowledge in an area like technology, help improve conflict resolution skills, etc.
* Help employees understand what specific skills are needed to realize their career goals
* Offer concrete advise on what the person needs to know to improve

Style of Mentoring:

* Supportive
* Coach
* Provides honest and balanced feedback
* Provides guidance
* Listens well to others and asks thoughtful, appropriate questions
* Maintains a balanced perspective
* Knowledgeable of Fleming’s processes and structure

### Role of Mentor

* Negotiates mutual agreed upon mentoring schedule with the support staff applicant
* Serves as a “sounding board” to the support staff’s learning process by providing effective feedback which both supports and challenges his/her professional development
* Shares his/her own unique experiences, knowledge and skills with the support staff so that she/he may benefit from the mentor’s background
* Guides, counsels, supports, coaches and encourages the support staff in developing his/her talents and skills
* Meets with the support staff on an ongoing basis as specified by the mentoring schedule
* Communicates skills and information to the partner to help in development



Want a Mentor? Fill This Out

**Career Development for Leaders**

## Mentor Request

Name:

Role:

Department:

How many years have you dedicated to Fleming?

Please list the development goal(s) you hope to achieve as a result of a mentoring relationship.

If you know, please indicate what direction you would like to develop your career path, either in the short or long term:

What factors would create the best possible match for the mentor partnership (specify when needed)

1 = highest priority 2 = important factor 3 = neutral

Priority

Gender \_\_\_\_\_\_

Career or Interest Area \_\_\_\_\_\_

Department \_\_\_\_\_\_

Staff Group (Support Staff, Faculty, Administration) \_\_\_\_\_\_

Personal Qualities (specify) \_\_\_\_\_\_

Other \_\_\_\_\_\_

Do you have someone in mind that you feel would be an ideal mentor for you the purposes of your own career development?