

# PHENND VISTA Mentorship Program

## Mission

*To build genuine relationships between Mentor and Mentee in order to cultivate within the Mentee effective career development through developing value-driven goals. Mentors will promise to engage fully in the best interest of their Mentee; in return, Mentees will trust in the professional knowledge of their Mentors.*

## What that looks like

The Mentor program will take place informally and will only be required to last for the duration of the VISTA's term of service. It is up to the Mentor and Mentee to establish regular sessions and up to PHENND to check-in on the progress of the mentorship. Throughout the orientation and regular check-ins, Mentors will receive training upon request to increase their capacity as Mentors. The mentorship as a whole will abide by the following [Core Competencies](#) and [Objectives](#):

## Core Competencies <sup>[b1]</sup>

<b>Relationship Building</b>	In order to effectively provide long-term mentorship, Mentors and Mentees must develop mutual respect for each other. Titles do not matter, and if rapport or chemistry is not there the mentorship will devolve to "checking boxes". (Tjan 2017)
<b>Character over Competency</b>	Professional development is the overall goal. This means extending past just competency and developing better character. While the goal is to fill in professional development gaps within PHENND's programming, increasing the value-driven soft skills will enhance ability to capture more technical skills. (Tjan 2017)
<b>Optimism over Cynicism</b>	The best mentors help their mentees see how an idea might work and not how it will fail. Before disqualifying a Mentee's ambitious goal, take time to first consider how it is achievable. Value unconventional success over conventional failures. (Tjan 2017)
<b><i>Semper Fidelis</i></b>	Leadership in its purest form should be service towards others and this full commitment will therefore inspire trust in others. Mentors help Mentees find their calling and identify a path to achieve it. By doing this Mentors become more than just career coaches. (Tjan 2017)

## Objectives

### *Responsibilities of Mentor*

- Schedule mentoring sessions with their Mentee each month
- Identify their professional development needs, strengths, and passions in order to plan effective development
- Show up on time to each session

- Will practice discretion while mentoring, If a discussed issue seems to warrant intervention from PHENND and CNCS, it is up to the Mentor to ask permission to relay the issue for further recourse
- Support the professional/personal goals of Mentees by strategizing best practices and breaking down goals into manageable parts to achieve the goal by a set deadline.
- Connect Mentees with other resources or contacts that will help them achieve their set goals.
- Model professionalism best practices.

#### *Responsibilities of Mentee*

- Schedule mentoring sessions with their Mentor each month
- Relay their professional/personal development needs to their Mentor
- Show up on time to each session
- Set professional goals with realistic deadlines.

#### *Responsibilities of Program Management*

- VISTA Leaders will troubleshoot between Mentor and Mentees to identify opportunities in terms of additional resources, schedule conflicts, and coaching conversations on mentorship best practices.
- VISTA Leaders will relay concerning information about the VISTA's work, being that if falls into necessitating intervention, to the VISTA Program Manager.
- VISTA Leaders will conduct check-ins every 4 months with Mentors to record successes and identify any outstanding areas of growth.
- VISTA Leaders will relay successes to PHENND to include in newsletters and at recognition ceremonies
- VISTA Leaders will plan a reception meeting to introduce the program, train Mentors and Mentees, and help establish their individual objectives for their sessions.
- VISTA Leaders will match VISTAs with Mentors based on data collected at the beginning of the term.
- VISTA Leaders will plan an end of service celebration to provide opportunities for reflection, recognition, and programmatic feedback.

### Measures of Success [b2]

Throughout the mentorship, the program will be regularly evaluated to improve and adjust to specific needs of the Mentor, the Mentee, and the capacity of PHENND.

- Mentors will meet with their Mentees at least once a month
- Mentors will engage with their Mentees for at minimum one hour a month.
- Mentors will work with their Mentees to create an agreed upon list of session norms and objectives with ability to adapt in change of tastes.

Mentor sessions include:

- Work/Life Balance,
- Navigating Office Culture,
- Navigating VISTA,
- Resolving workplace conflicts,
- Developing career goals,
- Sharing in interesting activities,
- Connecting them to people and resources,
- Attending networking events. Etc.

## Schedule

### Recruitment

July

#### *PHENND*

- Send out survey to gauge interest in mentoring program.
  - Also use this as an opportunity to update the Alumni Contact information.
- Store data in the current cohort file of the Alumni Folder.
- Collect data on incoming class to gauge their interest in having a Mentor.
- Regularly communicate with potential Mentors to inform them on where they are in the process.

#### *Mentor*

- Potential Mentors fill in their survey and wait for further details.

#### *Mentee*

- Share their interest in having a mentor with the VISTA Leader.

## Matching

July/August

#### *PHENND*

- Process data collected from potential Mentors and Mentees in order to determine best fits.
- Construct profiles of potential Mentors.
- Narrow down three potential Mentors per Mentee.
- Send out profiles for Mentees to rank their choices.
- Make final decision.
- Inform Mentors and Mentees of final decision.

#### *Mentor*

- Fill in information gaps for their profile

#### *Mentee*

- Rank their three choices of Mentors and return to PHENND

## Introductions

August

#### *PHENND*

- Schedule a day for a Meet and Greet Happy Hour to take place by PHENND
- Plan ice-breakers and resources for Mentors and Mentees
- Plan an open-ended MOU, for Mentors and Mentees to list their overall professional goals, objectives, and expectations for the program.

#### *Mentor*

- Send availability for Happy Hour or reschedule a time to meet up with Mentee to go over the above.

- Come prepared with questions about process and expectations

#### *Mentee*

- Same as *Mentor*.

### Mentorship

August – October

#### *PHENND*

- Conduct monthly check-ins on the status of the mentorship reporting on [Measures of Success](#). To examine success of mentorship program VL will ask VISTAs if they met and for how long.
- Determine any interventions that needs to be made in order to strengthen the mentorship or replace the relationship.

#### *Mentor/Mentee*

- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

November

#### *PHENND*

- Plan 4-month meeting to convene and celebrate accomplishments and provide feedback
- Purchase food and provide venue for luncheon
- Invite guests
- Do regular check-ins

#### *Mentor/Mentee*

- Attend 4-month meeting
- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

December – February

#### *PHENND*

- Conduct monthly check-ins on the status of the mentorship reporting on [Measures of Success](#).
- Determine any interventions that need to be made in order to strengthen the mentorship or replace the relationship.

#### *Mentor/Mentee*

- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

## March

### *PHENND*

- Plan 4-month meeting to convene and celebrate accomplishments and provide feedback
- Purchase food and provide venue for luncheon
- Invite guests
- Do regular check-ins

### *Mentor/Mentee*

- Attend 4-month meeting
- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

## April – June

### *PHENND*

- Conduct monthly check-ins on the status of the mentorship reporting on [Measures of Success](#).
- Determine any interventions that need to be made in order to strengthen the mentorship or replace the relationship.

### *Mentor/Mentee*

- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

## July

### *PHENND*

- Plan final meeting to convene and celebrate accomplishments and provide feedback
- Purchase food and provide venue for luncheon
- Invite guests
- Provide training on how to maintain the relationship after the required amount of time
- Do regular check-ins

### *Mentor/Mentee*

- Attend final meeting
- Schedule an hour's worth of time for each month to meet up.
- Review goals, objectives, and expectations in each meeting.
- Work towards one of the goals.
- Report to PHENND and problems in mentorship.

## References

"Best Practices For Mentors : The Graduate School - Northwestern University". 2019. *The Graduate School At Northwestern University*. <https://www.tgs.northwestern.edu/resources-for/faculty/excellence-in-mentoring/best-practices-for-mentors-of-doctoral-students.html>.

Chronus. 2015. "Top 10 Mentoring Program Best Practices | Chronus". *Chronus Mentoring*. <https://chronus.com/blog/top-10-mentoring-program-best-practices>.

Jacobs, Susan. 2018. "Tips For Establishing A Successful Mentoring Program". *Learning Solutions Magazine*. <https://learningsolutionsmag.com/articles/tips-for-establishing-a-successful-mentoring-program>.

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