

# JATC Mentoring Program Playbook

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## Agenda

- Summary of feedback from August 2018
- LMS Course – Playbook for Mentoring
  - Course curriculum overview and demo
- Challenges for JATC Pilots
- Questions - Discussion



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## Why Mentoring?



Workforce Shortage



Retention

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### NTI Mentoring Town Hall – Aug 2018

- Survey results
  - 87% do not have a mentoring program - 83% are interested in starting one
  - Key topics, Key benefits
- Mentoring overview
  - Definition, Keys to success, Best Practices
- Feedback from participants
  - **Success Factors:** Start with Mentee, Mentor Training, KISS, Application, Buy-In, Level-Set expectations, Confidentiality, Accountability, Evaluation/Feedback
  - **Playbook Elements:** Identify and prioritize
  - **Ideal Mentees:** 1<sup>st</sup> and 2<sup>nd</sup> year
  - **Ideal Mentors:** 5<sup>th</sup> year and JW
  - How long, How often, etc.

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### A Playbook for Mentoring in Your Program

- Course Syllabus**
- Lesson 1: How to Sell the Mentoring Program
  - Lesson 2: Timeline
  - Lesson 3: Recruiting
  - Lesson 4: Applications—Mentor, Mentee
  - Lesson 5: Mentor Training/Guidebook
  - Lesson 6: Mentee Guidebook
  - Lesson 7: Kick-Off—Presentation and Talking Points
  - Lesson 8: Mentoring Agreement
  - Lesson 9: Accountability Tracker



<https://blendedlearning.njtc.org/course/view.php?id=686>

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### Thank You!

Contributors to the Playbook

- KJ Company – [www.KJCompany.net](http://www.KJCompany.net)
- Schneider Electric – Buildings Americas Mentoring Program
- Wisconsin Apprenticeship Advisory Council – Mentor Training Guide (available on request to all NECA members).
- Skanska USA – Mentoring Toolbox and Midwest Mentoring program manager.
- Management Mentors - [www.management-mentors.com](http://www.management-mentors.com).
- MentorCity.com
- Tutorialspoint.com

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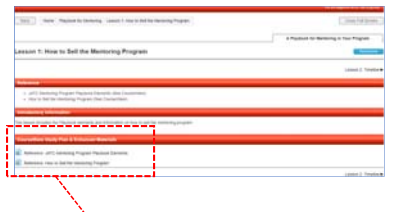
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### Demo

- How to sell
- Timeline
- Recruiting
- Applications
- Mentor Training Guidebook
- Mentee Guidebook
- Kick-off Presentation
- Mentoring Agreement
- Accountability Tracker



CourseWare Study Plan & Enhanced Materials

- Reference: JATC Mentoring Program Playbook Elements
- Reference: How to Sell the Mentoring Program

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## Lesson 1: How To Sell

- Keys to successfully selling a mentoring program:
  1. Clearly define objectives
  2. Clearly articulate what a mentoring program looks like
  3. Illustrate how small investment will have significant impact
- Sample objectives and statistics
- Powerpoint template
- Excel timeline

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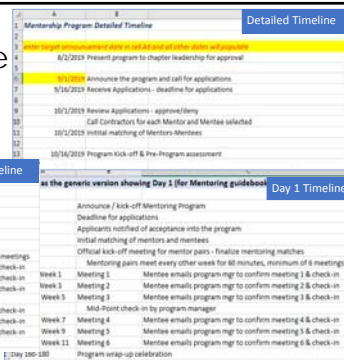
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## Lesson 2: Timeline

- Excel template
- 3 versions



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## Lesson 3: Recruiting

- Benefits of Mentoring
- Program Announcement

**MENTORSHIP PROGRAM ANNOUNCEMENT**  
 In today's world, a mentoring relationship can give you an edge that differentiates you and elevates you to ready to take the next step forward, but something is holding you back. Could you benefit from a mentor who provides knowledge, insight, support, guidance, and shares their experiences with you that some of the world's most successful people had mentoring relationships to help them in their own careers? The JATC of \_\_\_\_\_ is excited to announce the opportunity for a select group of \_\_\_\_\_ to participate in a mentorship program.

**Why should I sign up?**  
 It is proven that mentoring enhances skills and advances careers—both for mentees and for bring us the best to people. 95% of mentoring participants said the experience motivated if best mentors. The Way for Leaders.  
 Now JATC is willing to invest in you—are you willing to invest in yourself? If the answer is "yes" seize this opportunity.

**What are the benefits for Mentees?**  
 Having a mentor can provide you with many advantages.  
 "Mentoring is like to pick, so stir to focus, and a push in the right direction." -- John C. Maxwell  
 Some of the benefits mentoring provides for apprentices include:  
 • *Shorten your learning curve and become productive more quickly.*  
 • *Make connections – feel like you are part of the team with your mentor as an immediate go-to.*

**BENEFITS OF MENTORING**  
 The following is a list of benefits of mentoring for Mentors, Mentees, and the Construction Industry.

**Benefits of Mentoring for MENTEE**

- *Develop your knowledge and skills – mentors help you identify the skills and expertise you need to succeed. They may teach you what you need to know or advise you on where to go for the information you need.*
- *Encouragement, support, and help – a mentor helps you build confidence in working through specific problems, challenges, or issues at work or in your personal life.*
- *Improve your communication skills – since your mentor may come from a different background or environment, the two of you may use "opposite sides of the same language." This may force you to find a way to communicate more effectively as you navigate your way through the mentoring relationship, which can further help you at work.*

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## Lesson 4: Applications

- Application template (Mentor & Mentee)
  - Overview of benefits, program details, timeline, commitment
  - Application
  - Readiness instrument
- Self-Assessment
  - Skills of Mentors
  - Gaps / Areas of focus for Mentees
  - Used in matching

**ARE YOU READY?**  
 If you are ready to share your expertise and career diversity your industry skills, and assist the students of a mentorship program, complete the application form and send it to: JATC@JATC.org (202) 392-1234.

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 State with the company: \_\_\_\_\_

List three objectives that you would like to accomplish through this mentoring program:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Based on your self assessment, please list the 1-3 areas that you want to work on through a mentoring relationship:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Based on your self assessment, please list the top 1-3 skills/competencies that are your strongest. How are the strengths that you will bring to the mentoring relationship:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments or notes on the success of the mentoring relationship, how you wish to continue to the time requirements and communication with your mentor for the duration of the program?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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## Lesson 5: Mentor Guidebook

- 10-page Guide
  - What is mentoring
  - Why mentoring
  - JATC Mentor program
  - Roles & Responsibilities
  - Meeting guides
  - Building trust
  - Asking questions
  - Giving feedback
  - FAQs for JATC program
- Templates
  - Goal setting / Check-in
  - Meeting minutes / notes
  - Mentoring agreement
- Web resources

**Reference: Mentor Guidebook**

**MENTOR GUIDEBOOK**  
 Congratulations on being a part of the JATC Mentorship Program for apprentices. A mentor is a person who shares a living legacy behind in the form of people who have benefited from the mentor's life experiences. In a mentorship relationship, this is your opportunity to give back by sharing your knowledge and expertise, support and insights, and serving as a role model for apprentices that are new to the industry. Take advantage of the program. You will only get out of this what you are willing to invest into it!  
 "It's not a living by what we give, we make a gift by what we give." – Winston Churchill

**Purpose of the Guidebook**  
 The aim of the guidebook is to provide a general framework and basic guidelines for you as a mentor so you can be the best mentor you can be, helping you and your mentee maximize the mentoring experience. At

**WHAT IS MENTORING?**  
 Mentoring is defined as a professional relationship in which an experienced person (the mentor) assists an other (the mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.  
 According to Eric Forster at the Oxford School of Coaching & Mentoring, "Mentoring is to support and encourage people to manage their own learning in order that they may maintain their potential, develop their skills, improve their performance, and become the persons they want to be."  
 Mentoring is a partnership, an opportunity for two people to develop a relationship that can strengthen individual talents, provide a safe environment to discuss issues or barriers, and can contribute to the advancement of careers and personal development.  
 It is essential that the relationship be based on trust, mutual respect and respect, and for real mentoring to succeed, there needs to be a genuine chemistry between a

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## Lesson 6: Mentee Guidebook

- 11-page Guide
  - What is mentoring
  - Why mentoring
  - JATC Mentor program
  - Roles & Responsibilities
  - Meeting guides
  - Building trust
  - Asking questions
  - Giving feedback
  - FAQs for JATC program
- Templates
  - Goal setting / Check-in
  - Meeting minutes / notes
  - Mentoring agreement
- Web resources

**Reference: Mentee Guidebook**

**MENTEE GUIDEBOOK**  
 Congratulations on being a part of the JATC Mentorship Program! For generations, a mentor is a person who leaves a living legacy behind in the form of people who have benefited from their mentor's life experience. As a mentor in the electrical field, this is your opportunity to give back by sharing your knowledge and expertise, support and insights, and serving as a role model for apprentice that are new to the industry. Take advantage of the program. You will only get out of this what you are willing to invest into it!

**Purpose of the Guidebook**  
 The aim of the guidebook is to provide a general framework and basic guidelines to empower you, as the mentor, to make the most of this opportunity. At the same time, we want this to be a natural, organic process and an effective use of your time. You can use as little or as many of the tools as you want; adapt and employ what works best for you.

**Contents of the Guidebook**

**WHAT IS MENTORING?**  
 Mentoring is defined as 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 IN THE ELECTRICAL INDUSTRY**  
 According to Eric Parker at the Oakland School of Coaching & Mentoring, "Mentoring is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance, and become the person they want to be."

**MENTORING AS A PROFESSIONAL OPPORTUNITY**  
 Mentoring is a professional opportunity for two people to develop a relationship that can strengthen individual talents, provide a safe environment to discuss issues or barriers, and can contribute to the enhancement of career and personal development.

**KEY TO SUCCESS**  
 It is essential that the relationship be based on mutual trust and respect, and for real mentorship to succeed, there needs to be a candid chemistry between a mentor and a mentee. In fact, a recent study conducted by a leading research firm found an discernible difference between mentored individuals and non-mentored

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## Lesson 7: Kick-off Presentation

- Powerpoint template
  - What is Mentoring?
  - Why Mentoring?
  - Our Mentoring Program
  - Ice Breaker
  - Guidebooks
  - Timeline
  - Questions
- Talking points
- Tips




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## Lesson 8: Mentoring Agreement

- Template
- Best practice

**Mentoring Agreement**

Mentoring Agreement for: \_\_\_\_\_

Successful leaders create their own opportunities for learning. This mentoring program requires commitment and dedication to the mentoring process. In order to benefit fully from the program read the following statements, sign the forms at the first mentor meeting, and retain a copy.

**Adjust and adapt the agreement as appropriate for the individual mentor-mentee relationship.**

**I agree to:**

- Focus on developing my strengths and competencies over the course of the program and share these talents with my mentoring partner.
- Take full advantage of all aspects of this mentoring program (mentoring partnership, training tools, recommended reading, etc.)
- Meet with my mentoring partner at least once per month.
- Be respectful of my mentoring partner's time and contribution by keeping my commitments, honoring our meeting schedule, and providing advance notice if I need to reschedule.

**I understand that:**

- All discussions with my mentoring partner are to be kept confidential. The exceptions to that confidentiality would include harm to self and others and any illegal conduct such as sexual harassment.
- My reward in this program will be in direct proportion to my commitment and involvement.
- At the mid-point date, \_\_\_\_/\_\_\_\_/\_\_\_\_, I will review our mentoring relationship and agree to either continue or end the relationship.

**Additional elements we agree to:**

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## Lesson 9: Accountability Tracker

- Excel Template

Mentorship Program Accountability Tracker								
Kickoff Meeting Date:		9/1/2019	← Enter kick-off meeting date here to populate the target dates below					
			Enter X in this column to confirm they attended the kick-off					
Mentee Name	Mentor Name	Kickoff Mtg Date	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 5	Meeting 6
		9/1/2019	9/15/2019	9/29/2019	10/13/2019	10/27/2019	11/10/2019	11/24/2019
KJ VanSample	Marty R Sample	X	9/16/2019	10/1/2019	10/15/2019	10/31/2019	11/15/2019	11/22/2019

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## Challenges

- Recruiting Mentees
- Availability – Accessibility of materials
- Other

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### Next Steps

- Pilot programs
- Additional tools needed
- Webinar to reach beyond NTI
- Questions - Feedback



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