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

Why Mentoring?
- Workforce Shortage
- Retention
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
  - Survey factors, Motivate, Mentor Training, KISS, Application, Buy-in, Level Set Expectations, Confidentiality, Accountability, Evaluation/Feedback
- Playbook Elements: Identify and prioritize
  - Ideal Mentee: 1st and 2nd year
  - Ideal Mentor: 5th year and JW
  - How long, How often, etc.

A Playbook for Mentoring in Your Program

https://blendedlearning.njatc.org/course/view.php?id=686

Thank You!

Contributors to the Playbook
- KJ Company – 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.
- MentorCity.com
- Tutorialspoint.com
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

Lesson 2: Timeline

- Excel template
- 3 versions
Lesson 3: Recruiting

- Benefits of Mentoring
- Program Announcement

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

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
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

Lesson 7: Kick-off Presentation

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

Lesson 8: Mentoring Agreement

- Template
- Best practice
Lesson 9: Accountability Tracker

- Excel Template

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Challenges
- Recruiting Mentees
- Availability - Accessibility of materials
- Other
Next Steps

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

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