



**MENTORING
MATTERS** 
LEARN • GROW • SHARE • CONNECT

**Building
Tomorrow's
Leaders
Today**

WHY MENTORING MATTERS?

This program will provide AU faculty/staff members with opportunities to:

- Broaden their skills.
- Gain knowledge in an area of interest.
- Enhance their personal and professional growth.
- Gain a broader understanding of the mission and vision of AU.
- Begin developing competencies to assist AU in fulfilling its future mission.

“The mentorship was one of the best decisions that I have made in my career. It gave me a competitive edge, and I believe it helped me to secure my current position as a network engineer. I am proud to have been a part of the program in its infancy, and I am grateful for all the guidance I received.

The best part of the program was the hands-on experience that I received working with my mentor. The knowledge that I gained by shadowing an experienced engineer, being able to ask questions, and actually troubleshooting, while learning various software tools, far exceeded anything that I could have learned from a book.”

– Seare Habte, Network Engineer, Protégé for 2013 & 2014, Mentor for 2014 & 2015

MENTORING MATTERS INITIATIVE

- A *Mentorship Advisory Committee* was formed with the goal of developing and implementing an institution-wide mentoring program for AU faculty/staff to encourage them to learn, grow, share, and connect.

Matteo Becchi – OIT

Rob Linson – Enrollment

Mark Feist – FM

Michele Mikkelsen – Library

Terry Fernandez – OIT

Jackie Palumbo – OIT

Michelle Frederick – HR

Sheila Way – HR

Tony Hollinger – FM

Julie Zito – UCM

- Build on the past success of the OIT and Facilities Management programs.
- Can't be one size fits all!

MENTORING MATTERS INITIATIVE

- Pilot program being initiated in June within the following departments:
 - *Facilities Management*
 - *Human Resources*
 - *Office of Enrollment*
 - *Office of Information Technology*
 - *University Communications & Marketing*
 - *University Library*
- The Mentoring Matters program is designed to supplement existing formal and informal mentoring activities between supervisors and employees.
- Each mentor/protégé pair is expected to devote at least one hour per month to the relationship.

BENEFITS OF MENTORING:

FOR THE INSTITUTION, THE MENTORS, & THE PROTÉGÉS

- Recognize faculty/staff as valuable.
- Improve employee retention.
- Help new employees better acclimate to AU and the institutional culture.
- Advance organizational goals by communicating the vision, mission, values, and goals of the organization.
- Enhance communication and productivity in the workplace.
- Increase diversity and inclusion.
- Encourage succession-planning and employee promotion.
- Share expertise across organizational units and departments.
- Facilitate opportunities for the exchange of knowledge.
- Foster formal relationships between junior and senior level employees.

MENTORING TYPES

Shadowing

- Following and observing a staff member performing their job for a day.

Situational

- Obtaining specific knowledge, skills, and/or abilities through hands-on training, tasks, and/or projects.

Traditional

- Developing a relationship to provide individual support to help the protégé grow and develop.

"The Grounds Department has benefited from the Mentorship program through recruiting Facility Management Mentors to share hands-on and classroom training information to protégé groundskeepers which qualified staff to test for the DC Class 7-B certification requirement for operating heavy equipment on campus. Truly a Win-Win opportunity."

– Mark Feist, Assistant Director Facilities Management, Protégé Department supporter and champion since 2009

ELIGIBILITY REQUIREMENTS

Protégé

Full-time staff who have successfully passed their probationary period are eligible.

- With the approval of their manager, staff would be allowed to participate in the mentorship program during the probationary period, if both parties agree their participation would be beneficial to their successful on-boarding.

Mentor

Full-time staff who have a minimum of three years of service at American University.

Both must have no disciplinary or performance actions either pending or received within the last 18 months.

HOW TO APPLY

- If you are an eligible staff member within a department participating in the pilot program that is interested in serving as a mentor or protégé, please complete the web application form by June 30th.
- Click the web link in the *Invitation to Participate in the Mentoring Matters Pilot* email.
- The Mentorship Advisory Committee will match you with a mentor/protégé in July.
- At that time, we will host a kick-off event for those participating in the program to help you begin your relationship.

SAMPLE PROGRAMMING ACTIVITIES

PROGRAMMATIC ACTIVITIES

Departmental
Presentations

Mid-Cycle Check-in

Mentorship
Luncheon
Celebration

SELF-ASSESSMENT WORKSHOPS

Myers-Briggs Type
Indicator

Enneagram

StrengthsFinder

Johari Window

TOPICAL INTERESTS

Being Strategic

7 Ways to Achieve
Life Balance

TEAM-BUILDING ACTIVITIES

Mentorship Social

Service Project



Any Questions???



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