

# NFBPA

National Forum for Black Public Administrators

**Treasure Coast**



# MENTORSHIP PROGRAM

National Forum for Black Public Administrators (NFBPA) - Treasure Coast Florida Chapter

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## **MENTORING REQUIREMENTS AND COMMITMENT**

The Treasure Coast of NFBPA Mentorship Program is designed to identify aspiring public servants who are interested in developing and growing their careers in public service.

**The ideal mentee candidate should possess the following:**

- Member of the NFBPA Treasure Coast Chapter
- Demonstrate participation and involvement in the community, civic, professional, and social activities
- Interest in and commitment to achieving serving in key positions in public, academia, or not-for-profit sectors

**Selected mentees will be required to:**

- Take part in a Community Service Project, which offers participants an opportunity to collaborate with their colleagues and outline problems that plague communities.
- Meet at least monthly with their primary mentor.
- Meet with three other mentors in the program and gain a different perspective of leadership, public service, and community engagement.
- Read at least one leadership book and complete a report out at the designated group meeting.
- Complete the mentor action plan with a minimum of three goals.
- Abide by Confidentiality and Mentorship Agreements.
- Attended program sessions on professional development.

***“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.” ~John C. Crosby***

## MENTEE BENEFITS

Mentoring is a special partnership between two people based on a commitment to the mentoring process, common goals and expectations, focus, and mutual trust and respect.

Both the mentor and the mentee give and grow in the mentoring process. You, the mentee, can learn valuable knowledge from the mentor's expertise and past mistakes. You can increase your competencies in specific areas. You can establish valuable connections with more senior and experienced employees.

You, the mentee, will get many benefits from this experience. Here are just a few additional benefits you might consider:

- Having a caring ear to hear your triumphs as well as your frustrations
- Developing your skill as a “planner” – getting a sharper focus on what’s needed to grow professionally
- Developing your skill as a “learner” – finding new ways to acquire new skills
- Developing your skill as a “communicator” – improving your ability to express your expectations, goals, and concerns
- Learning what it is like to be in a higher-level position
- Having an advocate within the organization
- Receiving knowledge about the “ins and outs” of the organization
- Receiving honest feedback

As you reflect on being mentored, think about who you would like as a mentor and what you would like to receive from him or her. This is, after all, going to be a partnership.

- Do you want someone who has gone on the same career path you would like to follow?
- Do you want someone who has modeled the competencies you would like to strengthen?
- Do you want someone who has skills you currently don't have but wish to acquire?
- Do you want someone who will be a good sounding board for your goals?

Use the above questions to help you respond to questions on the Mentee Application.

## MENTEE APPLICATION

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals/expectations of the partnership, and mutual trust and respect.



Mentoring is a “get and give” experience with the goal of providing a rich and rewarding experience for both partners. We ask you to share your information so the program manager can match you in a mentoring relationship. Both you and your recommended mentor will have the opportunity to agree to the pairing before you are assigned to work together.

Please submit your application at the following link:

<https://forms.gle/cvAsMDZjHMCU1YDr8>

Applications are due by October 1, 2022.

The program manager will confirm a mentor as a suitable match.

## CONFIDENTIALITY AGREEMENT

Trust must be a verb before it is a noun. You must trust and be trustworthy to be trusted. It is one of the most, if not the most, important factors in the partnership.

Mentoring pairs will share information about one another throughout the association. Partners must be very clear on the limits they want to place on the information shared. Establishing clear boundaries is a big step toward building trust.

Here are a couple of statements to start your agreement. You may accept these as they are, build upon them, or establish a completely new agreement. The important thing is that both partners concur with the Confidentiality Agreement.

1. What we discuss will stay between the two of us. [use the space below to add to this]

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2. What we discuss will stay between the two of us, unless we give each other permission or ask that the information be shared with others. [use the space below to add to this]

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3. Add other additional conditions you both mutually agree to.

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\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

## MENTORING AGREEMENT

Mentoring is a “get and give” experience with the goal of providing a rich and rewarding experience for both partners. Both partners must be respectful of each other’s time and commitments. We have created the following form to assist you in developing a schedule for your meetings. Please print information and sign below. Each partner is to keep a copy, and one is to be turned in to the program manager.

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Meeting time (i. e. 10 a.m., 2:30 p.m., etc): \_\_\_\_\_

Preferred meeting day:  
\_\_\_\_\_

Frequency of meetings (i. e., once a week, every other week): \_\_\_\_\_

We will generally meet for \_\_\_\_\_ minutes.

The best way to contact \_\_\_\_\_, the mentor,  
is by \_\_\_\_\_ or \_\_\_\_\_.

The best way to contact the \_\_\_\_\_, mentee,  
is by \_\_\_\_\_ or \_\_\_\_\_.

If unforeseen events arise and meeting time/day must be changed, we will give our mentoring partner at least \_\_\_\_\_ hour(s) notice if possible.

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

## MENTEE ROLES AND RESPONSIBILITIES

Your development depends on exploring career aspirations, strengths, and weaknesses; collaborating on means to “get there;” implementing strategies and evaluating along the way. Your mentor will provide the “light” for you to follow.

Learning from the wisdom and past experiences of your mentor will serve you well and produce great benefits. Here are a few roles and responsibilities to help you in the process:

- Commit to your development.
- Assume responsibility for acquiring or improving skills and knowledge.
- Discuss your Individual Development Plan with your mentor.
- Be open and honest on your goals, expectations, challenges, and concerns.
- Actively listen and question.
- Build a supportive and trusting environment.
- Seek advice, opinion, feedback, and direction from your mentor.
- Be open to constructive criticism/feedback and ask for it.
- Come to your meetings prepared with a clear idea of what topics or issues you want to address.
- Respect your mentor’s time and resources.
- Apply what you learn from your meetings when back on the job.
- Keep your supervisor informed of the process and your progress.
- Give feedback to your mentor on what is working or not working in the mentoring relationship.
- Participate in the scheduled events for the program.



## RECEIVING FEEDBACK – CHECKLIST FOR MENTEES

Think of feedback as a learning opportunity. Exhibit positive or neutral body language.

### Do Use:

- Good eye contact – no scary stares
- Interested/neutral facial expression
- Nodding of head to show understanding or agreement
- Calm tone of voice
- Even voice volume
- Sitting slightly forward
- Relaxed arm and hand placement

### Do Not Use:

- Reduced eye contact, scowling, or narrowing of eyes
- Tense or aggressive posture
- Rocking, pen bouncing, hand wringing, or your specific version of nervousness/defensiveness
- Hands on hips or tightly clenched
- Arms tightly crossed across chest
- A blank expression

Don't interrupt when the other person is explaining.

If you need more information, ask for clarification or specific examples.

Paraphrase and repeat back to make sure you understood what was said. Keep doing this until you are clear on the feedback. Say things like:

- What I understood you just told me was \_\_\_\_\_.
- When I \_\_\_\_\_, you think I was \_\_\_\_\_.
- What I hear you say is if I \_\_\_\_\_, I will \_\_\_\_\_.

Provide relevant background information and explanations, not excuses. In your last meeting with your mentor, you may not have given enough background, and there may have been a misunderstanding – elaborate if necessary.

Listen carefully, and don't become defensive. Do not "think ahead," preparing a rebuttal to a comment. You may miss a very important piece of information.

Compare this feedback with other feedback you've received.

Discuss strategies and next steps. Provide possible solutions – you are the captain of your ship. Seek follow-up to your feedback session and share your progress with your mentor.

## **MENTEE ACTION PLAN**

With your mentor, set goals that are focused, realistic, and tied to your competency goals. Effective goals should be SMART:

- **S:** Specific
- **M:** Measurable
- **A:** Achievable
- **R:** Results-oriented
- **T:** Time-based

Focus on competencies important to your organization. Build on your strengths as well as your weaknesses. Look for opportunities to learn by doing as well as observing and listening.

Mentoring goal #1: \_\_\_\_\_

<b>Competency: What specific skill do I want to develop?</b>	<b>Learning activity: What action will I take to develop this?</b>	<b>Beginning date and ending date</b>	<b>My co-workers and supervisor will see the following ...</b>	<b>I know I have achieved my goal when ...</b>



**MENTORING PROGRAM MID-POINT REVIEW - MENTEE FORM**

Mentee name: \_\_\_\_\_ Mentor name: \_\_\_\_\_ Date: \_\_\_\_\_

1. How has your overall experience with the mentoring program been so far?

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2. Do you feel the resources provided by the mentoring program manager adequately prepared you for your role as a mentee?

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3. Have you and your mentor been able to build a comfortable working relationship?

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4. Are you able to learn from your mentor's experience and background?

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5. Do you think reviewing your individual development plan with your mentor will help you achieve your goals? Why or why not?

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6. Please share additional comments here:

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## **MENTORING PROGRAM FINAL REVIEW - MENTEE FORM**

Mentee name: \_\_\_\_\_ Mentor name: \_\_\_\_\_ Date: \_\_\_\_\_

1. How has your overall experience with the mentoring program been so far?

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2. Do you feel the resources provided by the mentoring program manager adequately prepared you for your role as a mentee?

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3. Have you and your mentor been able to build a comfortable working relationship?

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4. Are you able to learn from your mentor's experience and background?

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5. Do you think reviewing your individual development plan with your mentor will help you achieve your goals? Why or why not?

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6. Please share additional comments here:

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