



Greater Detroit Chapter ASSE

Mentorship Program

1.0 Purpose

The purpose of the Mentoring Program is to provide the platform and structure for health and safety professionals to grow and develop into the field of safety and career for which they strive.

Through support of the Greater Detroit Chapter and other groomed safety professionals, the Mentoring Program will support health and safety professionals in professional development no matter what stage of their career or field of safety. The purpose of the program is not intended to be a vehicle to establish employment but rather a program and structure to develop health and safety professionals.

2.0 Scope

Greater Detroit Chapter matching between Mentors and Mentees The scope of this program is to establish and maintain a process to recruit Mentors in order to match them with Mentees. This program will provide documents, study materials and forms to

guide the participants from the initial self-assessment through Mentor/Mentee participation.

Objectives

The objective of this Mentorship Program is to:

- Support those who want to develop and grow within the safety profession to enhance their personal growth & development.
- Support students, interns and young professionals in understanding values, goals and insight into their profession.
- Share the skills and knowledge of experienced professionals.
- Resources to achieve the development goals for mentees.
- Assist mentees in the development of personal action plans for success Strive to provide opportunities for mentees to network through the GDC and with other Mentees as possible or as may be desired.

3.0 Roles and Responsibilities

Mentorship Program Champion

A mentorship program champion will oversee the mentorship program. The champion will communicate the program's resources, benefits and availability to societies, student sections and organizations wishing to partner with the mentorship program.

The Champion will:

- Understand the mentorship program's mission, vision, and goals.
- Oversee the mentorship program committee.
- Recruit professionals to serve as volunteer mentors.
- Assist with necessary documentation of mentoring progress and report to the committee and other groups.
Monitor online resources and learning tools for mentors and mentees found on the mentoring page.

Mentorship Program Committee

The mentorship program committee is responsible for the design, oversight and direction of the mentorship program.

Committee responsibilities and activities include, but are not limited to:

- Creating the mentorship program.

- Developing procedures and program materials.
- Establishing the program approval process.
- Implementing the mentorship program.
- Acquiring mentors and mentees for program.
- Matching mentors with mentees.
- Evaluating and make changes to the program as required.
- Frequently review the partnership between the Mentors and Mentees to ensure value added growth is established .

Mentor

Experienced professionals serving as mentors will provide knowledge and guidance to young professionals (Mentee.) Mentors are volunteers, but must be committed to the program for a specified period of time.

Mentor responsibilities include but are not limited to:

- Provide guidance and coaching on developmental areas identified with mentee.
- Always practice the utmost confidentiality of the mentee and shared information.
- Be open and honest with mentee sharing personal experiences.
- Ensure arranged meetings are kept and stay on track.
- Walk the walk you expect from a mentee.
- Share feedback of the mentoring program with the committee to provide input for the program evaluation process.

Mentee

Mentees are those who want to develop and grow within the safety profession to enhance their personal growth & development. The expectations of a Mentee are those that would be of any professional who is committed to excelling within any given field or environment.

Mentees shall:

- Respect the mentor's time and efforts.
- Be committed to the mentorship process and their own personal growth.
- Be on time for established meetings.
- Be open to feedback, even if it's constructive criticism.
- Give feedback to the mentor including personal feelings about what should be changed in their mentoring relationship as they continue forward.
- Complete all assignments and keep a journal on their progress.

- Complete an honest evaluation of their experience at the end of their program to be used to measure and evaluate the mentorship process.
- Openly share goals and future aspirations to provide guidance to the Mentor's feedback for development and growth.

4.0 Establish Mentorship Program Committee

The mentorship committee will develop an overall plan for a mentoring program that fits the objectives and goals set forth in this document. The committee will develop, establish and implement procedures for the participants defined in the Roles and Responsibilities section.

The committee membership term will be for one year. The number of terms a member can sit for will be unlimited, provided there are no other members waiting to sit on the committee. When a participant joins the committee, it is expected that they will remain in that position for the entire term, unless there are unforeseen circumstances.

The mentorship program champion position will be for two years unless there are unforeseen circumstances. The number of terms a program champion can sit for will be unlimited, provided there are no other members waiting to sit on the committee.

Committee activities include, but are not limited to the following tasks:

- Review and implement mentorship materials, documents and procedures submitted by sub committees.
- Recruit mentors and ensure their availability.
- Implement and monitor process for matching mentors with mentees.
- Evaluate and make changes to the program as recommended by sub committees.
- Reach out to recruit volunteer mentors.

Sub Committees within the committee will perform but are not limited to the following tasks:

- Developing program resources including materials for educating and training mentors.
- Developing program materials such as application forms, mentor and mentee agreement forms, activity logs, and evaluation forms.
- Review mentors and mentee applications.
- Matching mentors with mentees.
- Develop quality criteria for the program evaluation process.
- Evaluate and recommend changes to the program as required.

The Committee will meet at least quarterly (in person or remotely) to:

- Review any changes to meeting minutes, all progress notes and related documentation.
- The Champion will assist with necessary documentation of mentoring program progress and reporting this progress to the committee.
- Subcommittees will report on task progress and milestones.
- Review evaluation reports to determine any necessary changes to the program.
- Review mentorship progress notes from all mentoring relationships.
- Review mentors availability to determine if any recruiting of new volunteer mentors will be necessary.
- Review and maintain all responsible resource sites.

5.0 Execution plan for the mentorship program

The mentoring page will be located on the Greater Detroit Chapter ASSE Website. A mission statement for the mentorship program will be posted on the mentoring page.

Mentors and Mentees will register on-line and fill out an application/profile form. The completed profiles will be used to match Mentor and Mentee.

6.0 Program Documents and Resources

The website shall house all of the program documents and resources including:

Program Documents:

- Application Submission
- Mentor/Mentee Action Plan
- Mentorship Handbook
- Program Evaluation

Program Resources “Mentoring Program Library”:

- Interviewing Techniques
- Resume Writing Tips
- Social Media

7.0 Meetings

The Mentor will contact the Mentee to discuss scheduling for further contact sessions.

During their first meeting Mentor and Mentees will get acquainted and complete the Mentor / Mentee agreement. This time should also be used for identifying goals, along

with discussing objectives for growth and development. This information will be taken from the completed self-assessment form found in the mentee’s documentation.

An action plan should be started based on discussions from the initial meeting. The plan should be broken down into steps with completion dates attached.

Meeting agenda would include, but are not limited to:

- How often the mentor and mentee will meet (should be at least monthly.)
- How they will meet (Phone emails, Facetime, Skype, etc.)
- What resources will be needed.
- Time line for executing the action plan.
- How progress will be tracked.

On-Going Meetings:

- Meet at the agreed time and be punctual.
- Have a summary of notes from the last session.
- Follow up on action items from last meeting.
- Agree on what will be discussed in next meeting.

The final meeting should be used to celebrate their success. Mentors and Mentees should both fill out completion forms and evaluation forms for the committee. Success stories and submitted Mentor/Mentee photos will be considered for part of the GDC Newsletter at the discretion of the Mentor and Mentee.

8.0 Evaluation of the program

Evaluating of the program will be completed by the Mentorship Committee on a regular basis to identify trouble spots and opportunities. The criteria used for evaluation will be based upon program objectives and goals of individual mentoring relationships.

8.1 Document History & Committee

REVISION	DATE	AUTHORS:	GDC Mentoring Committee	
REV 1	2.11.17	GDC Mentoring Committee	Chair: Hailey Fulton	Acting Chair Members: Greg Zigulis (Website Chair), Doug Hayes (Treasurer) and Jessica Jannaman (President)