



MnCCC Mentor/Mentee Program



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Overview

MnCCC has created a Mentor/Mentee Program for the following purposes:

- Help new county/local government staff or those new to their roles navigate their work in local government with information and assistance with resources, networks, software, support, etc.
- Help increase involvement with new staff at counties
- Help build a network for county employees
- Help build relationships to share information for county employees in similar positions
- Increase cooperation between counties
- Increase engaged members with MnCCC

The program starts with a short application form that is completed by both the mentors and mentees. Once applications are received, we attempt to match them. We will hold unmatched applications until a suitable match application is received.

Mentor/Mentees will agree to the following:

- Confidentiality with shared information
- A three-month trial period, followed by a one-year commitment to meet in person or virtually (conference call or virtual – skype/zoom/facetime, etc.) at least once per quarter (four times during the year)
- Mentor will offer to help introduce/network their mentee at conferences/meetings, etc.

MnCCC will offer:

- Application review and matching
- Quarterly training/networking webinars for the mentor/mentees
- Mentor/Mentee event at the annual conference
- Promotion of the Mentor/Mentee Program

We have high hopes for the program, however, we understand that not all mentor/mentee matches will be good matches. We have built-in a three-month trial period with a check-in to make sure the match is working from both sides. If it is not, we will add both the mentor and mentee back into our pool and try for another match.

Benefits

County jobs are hard! There are many connecting pieces to navigate...rules and regulations, organizations, software, hardware, policies, etc. The goal of our Mentor/Mentee program is to help create a network of information and a resource to go to for individuals new to counties or new to their roles in counties. As a Mentor, you will be able to provide advice and direction to your counterparts at other counties. Together you will build your knowledge and network of resources and colleagues.

We will also offer perks to the participants throughout their mentorship program. This may include:

- Special Mentor/Mentee Activities at the MnCCC Conference
- Relevant Training Workshops (virtual or in-person)
- Shared Helpful Mentor/Mentee Information through RSVP emails to the group

- Possible StrengthFinder book and test to participants or other similar personality/skill assessments
- Other information and activities

Application

The mentor/mentee application form (Information Form) is required to start the process. A copy of the form can be found in Appendix A.

Mentor/Mentee Agreement

Mentors/Mentees will agree to the following:

- Sign up with MnCCC's RSVP System and include the MnCCC Mentor/Mentee Program in your profile or if you already have a profile on RSVP, update your profile to include the Mentor/Mentee Program.
- Agree to confidentiality of shared information during your meetings. *What happens at Mentor/Mentee meetings, stays at Mentor/Mentee meetings.*
- Agree to sit together at meetings and to network together at conferences.
- Meet at least once during the three-month trial period. And, if you continue beyond the trial period, to meet at least once per quarter (four times per year) for the period of one-year.
- Provide feedback to MnCCC at the completion of your Mentor/Mentee program with a confidential survey.
- Share your successes with MnCCC!

Promotion

Initial blog/communication announcement

Think back to all the people in your life who have helped you in your career. Imagine if you had not had that support. That's why we are offering the MnCCC Mentor/Mentee Program. Your involvement as a mentor can have a great impact on an individual that is new to working in local government.

As a new local government employee or one that is new to your role, we are offering the MnCCC Mentoring Program. You can sign up as a mentee and we will match you with someone with years of experience in a similar role. Your mentee can help provide information, resources, and valuable networking to help you be successful in your role.

Welcome Email

Thank you for signing up with the MnCCC Mentor/Mentee Program! We are very excited to let you know that we have successfully matched you with your mentor/mentee, {insert name}. Now that you have been matched, your mentee is expecting you to reach out to set up a mutually convenient time to (virtually) meet. Your mentee's contact information is listed below:

Name, Email, Phone

Please be sure to meet with your mentee, not later than {insert 30 days from the date of email}. Thank you so much for participating in MnCCC's Mentor/Mentee Program. We will follow up with a Three-Month Check In and a final check-in at the end of the 12-month mentorship. At that time, we will

send you a survey for your feedback. We will also offer occasional mentor/mentee informational virtual workshops and events, watch for RSVP emails with details. In the meantime, if you have any questions, concerns, or would like additional information, please don't hesitate to contact us.

Three-Month Check-In Email

Thank you for signing up with the MnCCC Mentor/Mentee Program! We are now at the end of the three-month trial period. We'd like to hear how it is going. Have you had a chance to meet with your mentor/mentee? Do you have any questions or concerns? Is there any information that we could provide that would be helpful? Thank you again for participating in MnCCC's Mentor/Mentee Program. We will follow up with a final check-in at the end of the 12-month mentorship. At that time, we will send you a survey for your feedback. We will also offer occasional mentor/mentee informational virtual workshops and events, watch for RSVP emails with details. In the meantime, if you have any questions, concerns, or would like additional information, please don't hesitate to contact us.

End of Year Email

Thank you for signing up with the MnCCC Mentor/Mentee Program! We are now at the end of your 12-month mentorship program. We would love your feedback on the program. Please take a few minutes to complete our survey.

Survey / Feedback

In addition to the above-mentioned communications with our mentors/mentees, we will send a confidential survey to each of them at the end of the 12-month mentorship.

1. Were you a mentor or mentee?
2. Did you and your mentor/mentee connect at least four times during the year?
3. Did you find the program to be beneficial?
4. Would you recommend this program to a colleague?
5. What was the best experience you had with the mentorship program?
6. What might you have done differently in the mentorship program or what would you do differently if you continue or become a mentor?
7. What would be helpful to add to the program?
8. Would you be willing to be a mentor in the future?
9. Other comments:

Appendix A: Mentor/Mentee Application Form



Mentor/Mentee Information Form

CONTACT INFORMATION

NAME:

EMAIL:

PHONE:

COUNTY/CITY/ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP:

MENTOR / MENTEE

ARE YOU INTERESTED IN BEING A MENTOR OR MENTEE?

MENTOR

MENTEE

ROLE

WHAT IS YOUR CURRENT ROLE / JOB POSITION?

EXPERIENCE

In each of the areas below, describe your role, experience, and interest. Use as much space as you need.

YEARS EXPERIENCE IN YOUR CURRENT ROLE AND DESCRIPTION OF YOUR ROLE:

EXPERIENCE WORKING YOUR CURRENT ORGANIZATION AS WELL AS OTHER LOCAL GOVERNMENT ENTITIES:

YOUR CURRENT NETWORKING OPPORTUNITIES (ORGANIZATIONAL INVOLVEMENT, ETC.):

WHAT IS YOUR INTEREST / GOAL THROUGH THIS MENTORSHIP PROGRAM?

CURRENT RELEVANT DEGREES/LICENSES/TRAINING/CERTIFICATIONS, ETC.:

NAME ONE SPECIFIC AREA IN WHICH YOU EITHER HAVE EXPERIENCE OR ARE LOOKING FOR ASSISTANCE:

COMMITMENT

If selected for the Mentor/Mentee Program, are you willing to make the following commitment?

- Sign up with MnCCC's RSVP System and include the MnCCC Mentor/Mentee Program in your profile or if you already have a profile on RSVP, update your profile to include the Mentor/Mentee Program.
- Agree to confidentiality of shared information during your meetings. *What happens at Mentor/Mentee meetings, stays at Mentor/Mentee meetings.*
- Agree to sit together at meetings and to network together at conferences.
- Meet at least once during the three-month trial period. And, if you continue beyond the trial period, to meet at least once per quarter (four times per year) for the period of one-year.
- Provide feedback to MnCCC at the completion of your Mentor/Mentee program with a confidential survey.
- Share your successes with MnCCC!

Yes, sign me up! Please contact me with more details. Sorry, not interested.

ADDITIONAL (OPTIONAL) INFORMATION

SUBMIT YOUR INFORMATION TO MNCCC:

Please return completed to MnCCC:

**MnCCC
Attn: Mentor / Mentee Program
100 Empire Drive Suite 201
Saint Paul, MN 55103
-OR-
lisa@mnccl.org**