



Posner Center for International Development Mentoring Program (2018 - 2019)

Purpose

Mentoring is a developmental relationship in which one person supports the professional development of another. This relationship can build pathways to career opportunities, improve sector recruitment and retention, enrich leadership, increase adaptability in the midst of challenges, heighten professional satisfaction, and decrease stress and conflict. A variety of techniques are typically used in mentoring programs, including assessment of professional strengths and weaknesses, coaching, teaching, providing advice, identifying job opportunities, and preparing for interviews,

A mentoring program is an ideal vehicle to achieve the Posner Center's mission by bringing together global development professionals and those in related sectors, creating dialogue and exchange of ideas, and promoting the professional growth of Posner Center Community.

The Posner Center Mentoring Program cultivates the professional development of the Posner Center Community by facilitating a mentoring process among global development professionals as well as those working in related sectors. The Posner Center Mentoring Program works by matching new or less experienced global development professionals who want to be guided in their careers and/or in a particular technical area by an experienced professional, as well as a cooperative opportunity for the Mentor to learn from the Mentee.

Goals

The Posner Center Mentoring Program's four key goals are to:

1. Enhance the professional development of the Mentee;
2. Provide opportunities for Mentors to enrich their contributions to global development and further develop as leaders;
3. Strengthen the Posner Center community; and
4. Strengthen the global development workforce network.

Requirements

- Mentors should be senior-level global development leaders or professionals with specific expertise that would benefit Mentees, e.g.

fundraising, financial management, grantmaking and management and communications, and must be Posner Center Tenants or Members.

- Mentees may be at any stage of their global development career and must be Posner Center Tenants.
- Mentors and Mentees are expected to make a mutual commitment to:
 - Maintaining a rigorous mentoring relationship;
 - Developing, implementing and tracking a shared action plan;
 - Engaging in professional development opportunities provided by the Posner Center, such as StrengthsFinder assessments and other training sessions;
 - Engaging in networking activities provided by the Posner Center;
 - Participating in program evaluations; and
 - Maintaining confidentiality in all conversations, except as mutually agreed to by the Mentor and Mentee.

Posner Center Mentoring Program Coordination Responsibilities

Posner Center responsibilities:

- Develop the written policies and guidelines, including the participant application, Mentoring Agreement, checklists, and model action plans;
- Identify resources for the program;
- Identify and recruit Posner Center Mentors;
- Recruit potential Mentors;
- Conduct the Mentor and Mentee application process;
- Develop criteria and direct the matching of Mentors and Mentees;
- Develop and provide orientation for Mentors and Mentees;
- Organize networking and trainings sessions;
- Provide other support as required;
- Answer on-going questions regarding the program; and
- Conduct an annual evaluation of the program and report to the Posner Center Board.

Mentor responsibilities:

- Sign a Mentoring Agreement that lists responsibilities and commits to fulfilling the terms of the agreement;
- Participate in the program orientation;
- Set an initial meeting with Mentee to develop and establish an action plan;
- Monitor Mentee's progress and provide direction, assistance, and advice;
- Meet in person and/or talk with the Mentee at least monthly;
- Keep confidentiality with the Mentee; and
- Participate in an annual evaluation.

Mentee responsibilities:

- Sign a Mentoring Agreement that lists responsibilities and commits to fulfilling the terms of the agreement;

- Participate in program orientation;
- Commit to development of new skills and knowledge;
- Meet with the Mentee to develop and establish an action plan;
- Seek guidance and advice from the Mentor;
- Meet in person and/or talk with the Mentor at least monthly;
- Participate in feedback sessions with the Mentor; and
- Participate in an annual evaluation.

Orientation, Networking, and Training

All Mentors and Mentees are encouraged to participate in all Posner Center-provided orientation, networking and training opportunities. Orientation sessions will cover the following topics:

- The purpose, policies, and guidelines of the Program
- Roles and responsibilities for Mentors, Mentees, and the Posner Center
- Model action plans;
- Suggested Mentoring activities or tools;
- Timeline; and
- Follow up and evaluation.

Posner Center-Provided Resources

- StrengthsFinder Assessment codes
- Facilitated StrengthsFinder Assessment session for Mentor and Mentees
- 1-3 networking/social events (Kick-off, Mid-program, Final)
- Other professional development training (TBD)
- Pre-post evaluation survey instruments

Evaluation

An annual evaluation will be conducted, with pre- and post-evaluation criteria that may include:

- Number of Tenants and Members participating in the Program
- Anonymized pre-Program (benchmark) survey;
- Orientation interviews with participants to determine expectations;
- Mentor/Mentee reports on activities and time devoted to mentoring;
- Post-program interviews with participants; and
- Anonymized post-program survey.

Planned Cohorts

- 2018-2019: 10 (5 Mentees, 5 Mentors)
- 2019-2020: 20 (10 Mentees, 10 Mentors)
- 2020-2021: 40 (20 Mentees, 20 Mentors)

2018-2019 Cohort Program Schedule: 1 June 2018 - August 2019

15 June - 13 July	Online applications for Mentors and Mentees open
July 2018	<ul style="list-style-type: none">• 2018-2019 Cohort Mentors & Mentees Matched by Posner Center staff• Mentor review and pre-approval of Mentee match
1 August 2018	Matches announced
August 2018	<ul style="list-style-type: none">• Kick-off• Mentor and Mentees Orientation & Networking/Social
August 2018	<ul style="list-style-type: none">• StrengthsFinder Access Codes Distributed• Pre-program survey
September 2018	StrengthsFinder Session
September 2019 - 30 August 2019	Mentor-Mentee matches meeting monthly and additional networking and learning opportunities
December 2018	Mid-Session interviews conducted by Posner Center staff
January 2019	Networking/Social
31 July 2019	2018-2019 Program end
August 2019	Post-program survey and evaluation analysis