

Jefferson County Commission Employee Mentor Handbook

Purpose of Program:

The Mentor/Mentee Agreement establishes a formal mentoring relationship between two Jefferson County Commission employees. This program aims to foster leadership, professional development, and career growth, which may positively influence merit reviews for both mentors and mentees.

Goals of the Mentorship:

The objectives of this mentorship include **leadership and professional development**, expanding **subject matter expertise**, and providing guidance in areas where the mentee may need improvement. Additionally, the mentor will assist the mentee in obtaining resources to support career growth. Specific goals include:

- **Leadership Development:** Strengthening leadership, strategic thinking, and decision-making skills.
 - **Professional Growth:** Enhancing job performance and fostering career advancement.
 - **Subject Matter Expertise:** Gaining insights from the mentor's knowledge, even if it extends beyond the mentee's immediate field.
 - **Guidance on Weaknesses:** Identifying areas for improvement and offering tailored advice to address them.
 - **Resource Acquisition:** Assisting the mentee in finding and using resources like training, certifications, or networking opportunities for career advancement.
 - **Networking:** Supporting the mentee in building professional relationships within and beyond the organization.
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Responsibilities of the Mentor:

As a mentor, I agree to:

- Provide guidance on leadership, professional development, and addressing areas of weakness.
 - Share knowledge and insights, even in fields outside the mentee's immediate expertise.
 - Assist the mentee in identifying and acquiring resources for career growth and advancement.
 - Encourage exploration of new skills and facilitate networking opportunities.
 - Offer constructive feedback and support to help the mentee achieve their goals.
 - Maintain regular communication and ensure confidentiality in all discussions.
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Confidentiality:

All discussions between the mentor and mentee are confidential. Information will not be shared outside the partnership unless both parties agree.

Termination of Agreement:

Either party may terminate the mentorship at any time if it is no longer meeting expectations. Both parties should discuss concerns before termination.

"MENTORSHIP IS THE ART OF CREATING AND NURTURING LEADERS FOR TOMORROW"



- **What is a mentor?**
 - A mentor is someone with valuable experience and knowledge who offers guidance and support. In mentoring programs, mentors are not just advisers; they are guides that help promote professional growth and skill development within the company. They share insights and are able to open doors that might otherwise remain closed to a mentee.
- **How to be a good mentor?**
 - A mentor's role is diverse, and often extends beyond simple advice-giving. They may perform various mentoring functions, sometimes acting as a coach, a connector, or even a challenger, to help their mentees reach their full potential.



Resources:

- [What is mentoring?](#) – APM (Video)
- [The Benefits of Mentoring](#) – Learningyourdevelopment.com (Video)
- [How to be a Great Mentor](#) – TEDxBethanyGlobalUniversity (Video)
- [How to Be a Good Mentor at Work \(60+ Effective Ways\)](#) – UpJourney (Website)
- [The surprising truth in how to be a great leader](#) – TEDxLiege (Video)

Meeting Planning

Curriculum and Meeting Structure:

Mentor and mentee will meet **at least once a month** for **1-2 hours** to discuss a scheduled topic. These meetings will follow a structured curriculum designed to cover essential leadership, professional development, and subject matter areas over the course of the year.

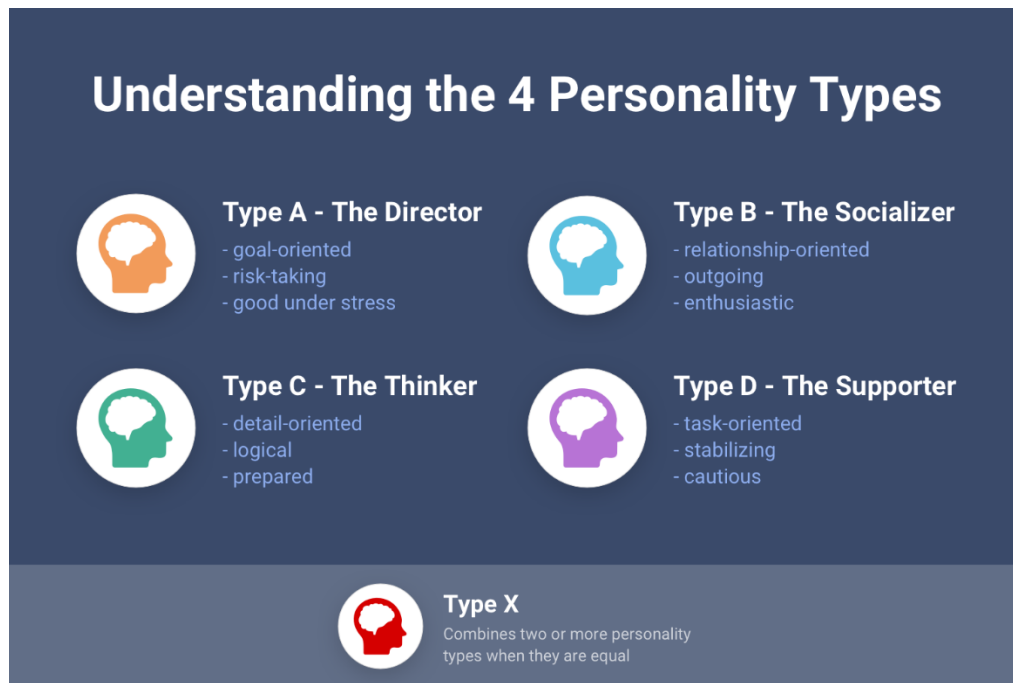
The **12-month curriculum** is as follows:

1. **Personality assessment:** Take and discuss a personality assessment to understand each other, break the ice, and develop personal awareness.
2. **County mission:** What it means, how to implement it, and how to foster a mission-based environment.
3. **Goal Setting & Career Planning:** Discussing short-term and long-term career goals, aligning expectations for the mentorship, and setting measurable objectives.
4. **Building and Maintaining Relationships:** Networking strategies and effective communication, both internally and externally. Working with citizens, understanding organizational culture, and fostering a positive team environment.
5. **Time Management & Productivity:** Strategies for managing workloads, balancing priorities, and using time efficiently.
6. **Project Management:** Exploring the basics of managing projects, from planning to execution and follow-up.
7. **Leadership Skills:** Exploring leadership styles, decision-making processes, and leadership in a government or public sector context.
8. **Conflict Resolution:** Best practices for managing and resolving workplace conflicts professionally.
9. **Problem-Solving & Critical Thinking:** Approaches to tackling challenges, fostering creativity, and developing solutions.
10. **Public Speaking & Communication:** Techniques for improving public speaking and professional communication skills.
11. **Feedback and Performance Reviews:** Best practices for giving and receiving constructive feedback.
12. **Professional Development & Resources:** Identifying training opportunities, certifications, and resources for career advancement.

Meetings will be scheduled on a specific day/time of each month and will take place at a mutually agreed location or platform.

Meeting 1: Personality Assessment

Take and discuss a personality assessment to understand each other, break the ice, and develop personal awareness.



Possible Discussion Topics:

- Ask about their job and what tasks it involves.
- Ask about their family/pets.
- Ask about their hobbies.

Possible Questions:

- What is the most important thing in your life right now?
- Who (real or fictional) do you look up to?
- What has been your greatest accomplishment?

Resources:

Meeting 2: The County Mission

What it means, how to implement it, and how to foster a mission-based environment.



The County Mission:

Constituent Relations, Professionalism, Engagement, & Ownership

Possible Discussion Topics:

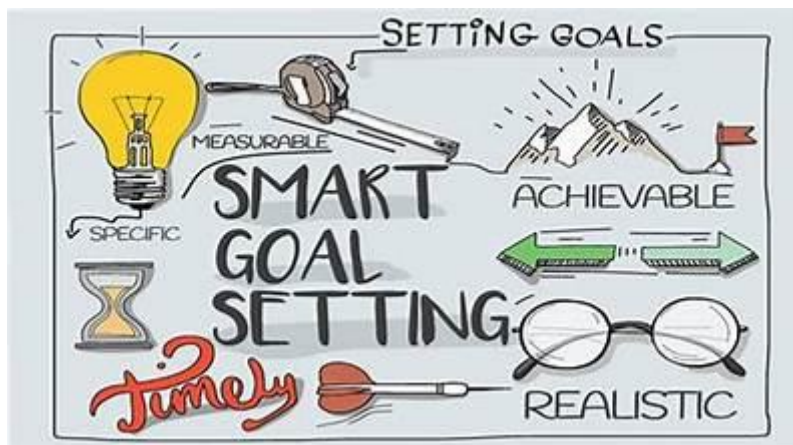
- What constituents do they work with on a daily basis?
- Do they watch the County Commission meetings?
- Do they track their trainings and achievements?

Resources:

- County Employee Assessment Form – shows what is assessed for each employee every year based on the mission statement (*See HR*)

Meeting 3: Goal Setting & Career Planning

Discussing short-term and long-term career goals, aligning expectations for the mentorship, and setting measurable objectives.



Possible Discussion Topics:

- Do they have any current short or long term goals for their job?
- Do they want to move up in position or stay where they are?
- Are they thinking of ever moving departments?

Resources:

- [Why the Secret to Success is Setting the Right Goals](#) – TED (Video)
- [How to Set Personal Development Goals at Work](#) – Brandon Eastman (Video)
- [What to Put Into a Career Development Plan](#) – Enhance.training (Video)

Meeting 4: Building & Maintaining Relationships

Networking strategies and effective communication, both internally and externally. Working with citizens, understanding organizational culture, and fostering a positive team environment.



Possible Discussion Topics:

- Who do they interact with on a daily basis?
- How well do they know their co-workers?
- Small County services vs Large County services; what do citizens expect from us?
- Have they met the Commissioners? The Admin staff? The Maintenance staff?

Resources:

- [Relationships at Work: Guide to Networking, Communication & More](#) – Indeed Career Tips (Video)
- [7 Networking Tips to Build Connections in Strategic & New Ways](#) – Indeed Career Tips (Video)
- [How to Build Professional Relationships at Work](#) – Enhance.training (Video)

Meeting 5: Time Management & Productivity

Strategies for managing workloads, balancing priorities, and using time efficiently.



Possible Discussion Topics:

- What is their work/life balance?
- How to determine their office's priorities vs the constituent's priorities.
- Blocking out their own time – If they don't do it, someone else will.
- It's ok to close your Outlook – checking emails a few times a day rather than leaving the notifications running helps with focus

Resources:

- Kanban Board ([https://en.wikipedia.org/wiki/Kanban_\(development\)](https://en.wikipedia.org/wiki/Kanban_(development)))
- [5 tips for dealing with meeting overload](#) – The Way We Work, A TED Series (*Video*)
- [How to manage your time more effectively \(according to machines\)](#) – TedEd (*Video*)

Meeting 6: Project Management

Exploring the basics of managing projects, from planning, to execution, and follow-up.



Possible Discussion Topics:

- Determining who is best for each task.
- Delegation can be key to project completion.
- Trusting coworkers to do their portion of the work.

Resources:

- Microsoft Project (*Software*)
- Trello (*Software*)
- [Project Management 101: Beginner's Guide to Project Management](#) – OnlinePMCourses (*Video*)
- [Project Management](#) – Adriana Girdler (*Video Playlist*)

Meeting 7: Leadership Skills

Exploring leadership styles, decision-making processes, and leadership in a government or public sector context.



Possible Discussion Topics:

- What type of leadership style do they best respond to?
- What type of leadership style do their coworkers best respond to?

Resources:

- [6 Common Leadership Styles – and How to Decide Which to Use When](#) - HBR (*Website*)
- [10 Management Styles of Effective Leaders](#) – Forbes (*Website*)
- [The surprising truth in how to be a great leader](#) – TEDxLiege (*Video*)

Meeting 8: Conflict Resolution

Best practices for managing and resolving workplace conflicts professionally.



Possible Discussion Topics:

- Are they having any conflicts at work?
- Are there any office-wide conflicts that they are dealing with?
- What have they tried so far to abate the conflict?

Resources:

- [Why There's So Much Conflict at Work and What You Can Do to Fix It](#) – TEDxBaylorSchool (*Video*)
- [5 Types of Conflict in the Workplace and How to Handle Them](#) – Make A Dent Leadership (*Video*)
- [5 Steps to Manage Conflict Between Team Members](#) – Enhance.training (*Video*)

Meeting 9: Problem-Solving & Critical Thinking

Approaches to tackling challenges, fostering creativity, and developing solutions.



Possible Discussion Topics:

- What challenges have they had recently?
 - How have they tackled those issues?

Resources:

- [5 Steps to Fix Any Problem at Work](#) – TED (*Video*)
- [Problem Solving in the Workplace](#) – HR Office Savers (*Video*)
- [40 problem-solving techniques and processes](#) – SessionLab (*Website*)

Meeting 10: Public Speaking & Communication

Techniques for improving public speaking and professional communication skills.

1. Prepare
2. Practice
3. Have a positive mindset
4. Involve your audience
5. Start with a story
6. Dress for the occasion
7. Be yourself
8. Ask for feedback



Possible Discussion Topics:

- How much experience do they have with public speaking?
- Have they, or do they anticipate having to, give presentations to the Commission? To the Public?
- What do they feel they need to improve on for public speaking?
- Do they have difficulty speaking one-to-one with their co-workers, other depts, citizens?

Resources:

- [10 Tips for Improving Your Public Speaking Skills](#) – Harvard University (*Website*)
- [Learn Public Speaking](#) – edX (*Website*)
- [TED's Official Public Speaking Course](#) – TEDMasterclass (*Website*)

Meeting 11: Feedback & Performance Reviews

Best practices for giving and receiving constructive feedback.



Possible Discussion Topics:

- What are your weaknesses when receiving feedback?
- What do you like to see/hear when others give you feedback?
- What are your weaknesses when giving feedback?

Resources:

- [The Secret to Giving Great Feedback](#) – The Way We Work, TED Series (*Video*)
- [How to Give Employee Feedback with Examples: 3 Key Steps](#) – Diplomacy Dojo (*Video*)
- [26 Effective and Professional Feedback Examples](#) – Workleap (*Website*)
- [Giving Effective Feedback \(HBR 20-Minutes Manager Series\)](#) – by Harvard Business Review (*Book*)

Meeting 12: Professional Development & Resources

Identifying training opportunities, certifications, and resources for career advancement.

12 Benefits of Employee Training



Possible Discussion Topics:

- Are there any specific skills they'd like to improve?
- What types of certifications are required by their job?
- What trainings could be used towards their job that aren't required?
 - Microsoft Office Training
 - Organization Training
 - Efficiency Training
 - Leadership Training
 - Specializations

Resources:

- [CareerOneStop](#) (Website)
- Current County HR Trainings List – (See HR)