

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE

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**SWWC**

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*Education & Administrative Resources*

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SWWC Mentoring Program

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# NEW EMPLOYEE MENTORING PROGRAM

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# SWWC MENTORING PROGRAM

## Requirements

Southwest West Central Service Cooperative (SWWC) believes that our most valuable asset is our employees. To assist new employees, SWWC implemented a complete Mentoring Program. This is a joint responsibility of the new employee's supervisor, assigned mentor, and human resources. The purpose of the program is to:

- Provide information to help the new employee integrate smoothly and quickly into SWWC;
- Introduce the new employee to SWWC as a whole – it's structure, mission, vision, values, and strategic priorities, etc.;
- Help the new employee identify the importance of their role within SWWC and how what they do affects others;
- Introduce the new employee to their site and/or department goals and their role in helping meet those goals;
- Promote communication between the new employee and management;
- Make the new employee feel welcome and assure them they made the right decision in joining SWWC;
- Provide a mentor to the new employee who is in a like position, if possible, to be able to address specific skills sets for given disciplines and to help establish a sense of belonging; and
- Get the new employee excited about being a part of SWWC and motivated to do the best job possible.

By involving new staff in a complete mentoring program, it helps to ensure that employees are positioned to transition into their new role in a productive and efficient manner. The program is designed to enable the new employee to become a useful, integrated member of SWWC, which in turn allows SWWC to continue being a leader in providing quality programs and services to our members.

As part of the New Employee Mentoring Program, the new employee will be matched with an assigned mentor. The mentor will provide ongoing feedback and guidance to the new employee to assist the person in becoming an effective and integrated staff member of SWWC.

Costs in implementing the SWWC New Employee Mentoring Program include:

- **Mileage Costs** – Any mileage costs incurred by the mentor and/or new employee because of mentoring activities will be paid out of the budget that the new employee is coded.
- **Mentor Training Costs** – Any mentor training costs will be paid out of the budget that the new employee is coded.
- **Mentor Stipend** – Employees selected to serve as mentors will be paid a stipend of \$500 for one mentee. If designated to mentor two or three mentees, mentor shall be paid an additional \$250 for each, with a max of \$1000. These costs will be paid out of the budget that the new employee is coded at the end of the year.

SWWC will assess the effectiveness of the New Employee Mentoring Program by checking with supervisors, mentors, and new employees.

## Expectation of Supervisor and Human Resources

The Supervisor and/or Human Resources will be responsible for the following:

- **Assigned Mentor**– The supervisor will assign a mentor for staff they supervise on the New Employee Form on Frontline.
- **New Employee Check-in** –
  - The Supervisor will check-in with the new employee within the first 90 days to determine if the new employee has any work-related needs. The Supervisor will work with Human Resources or other relevant staff to address those needs.

Human Resources will check-in with the assigned mentors annually. The Supervisor, Human Resources, and the mentor should work collaboratively to meet any training needs that are identified.

## Expectation of Mentor and New Employee

The mentor and/or new employee will be responsible for the following:

- **Monthly Meetings:** The mentor and new employee must interact at least monthly during the first year either in person or via the use of technology. Two of these meetings must be face to face (options include: Joint staff meetings, staff in-services, etc.) while the others can be done using technology (phone calls, Microsoft Teams, etc.).
- **Prior to the First Meeting:** The mentor and mentee will have the option to complete the **Meet Your Mentor and Meet your Mentee forms (Attachment #1, #2)** to use as an ice breaker to get to know each other.
- **First Meeting:** The first meeting will be a face-to-face meeting that will occur at the designated Mentor/Mentee breakfast prior to SWWC’s Fall In-Service each August. A **Mentor/Mentee Checklist (Attachment #4)** provides a guide of topics that may be covered.
- **Mentor Log:** The mentor and mentee will complete the **Mentor/Mentee Log** prior to the Mentor Check-ins. The mentor will then submit the completed form to HR.

## Mentor Check-ins

Human Resources will check in with each mentor throughout the designated year. This will take place either in-person or via technology and will be held during timeframes that will not disrupt each mentor’s day. The purpose of these check-ins will be to evaluate how things are going for each mentor and if any additional supports are needed.

## Role of Mentor

The following list identifies the role of the mentor as they the new employee forward:

- Attend and participate in SWWC scheduled mentor check-ins;
- Attend Mentor & Mentee breakfast provided by SWWC at Fall In-Service;
- Schedule monthly meetings with new employee as an opportunity to check-in and answer questions;
- Develop a trusting, confidential relationship with the new employee;
- Serve as a resource person;
- Encourage the new employee, reflecting on strengths and successes;
- Model best practice methods and share educational materials and strategies;
- Allow the new employee to develop his/her own professional style;
- Serve as an advocate when necessary;
- Provide an opportunity to ask questions without feeling intimidated;
- Introduce to other employees and customs of designated site and/or department;

**The role of the mentor is that of a resource, guide, supporter, friend, advocate and role model.**

## Role of New Employee

The following list identifies the role of the new employee participating in the mentoring program:

- Develop a trusting relationship with mentor;
- Attend and participate in check-ins scheduled by Human Resources;
- Attend Mentor & Mentee breakfast provided by SWWC at Fall In-Service;
- Meet with the mentor monthly for the course of the year;
- Reflect on performance for continuous improvement;
- Attend staff networking meetings, if applicable;
- Be open to new ideas and suggestions and try a variety of best practices;



## **New Employee Mentoring Program Forms**

#1 – Meet Your Mentor

#2 – Meet your Mentee

#3 – Mentor/Mentee Checklist

#4 – Mentor/Mentee Log



# NEW EMPLOYEE MENTORING PROGRAM

## Meet Your Mentor

Name \_\_\_\_\_

Work related Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3-5 Things you really enjoy doing besides what is required by your job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Contact Information:

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Miscellaneous Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# NEW EMPLOYEE MENTORING PROGRAM

## Meet Your Mentee

Name \_\_\_\_\_

Work related Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3-5 Things you really enjoy doing besides what is required by your job:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Contact Information:**

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**Miscellaneous Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## NEW EMPLOYEE MENTORING PROGRAM

### Mentor/Mentee Checklist

Below is a guide for both the mentor and new employee to reference regarding different topics that could be covered at each monthly meeting. The first meeting between mentor and new employee will be held at the Mentor/Mentee breakfast prior to the scheduled SWWC Fall In-Service.

### Mentor/Mentee Checklist

#### August (Month 1)

- Fill out: Meet your Mentor/Mentee Form

Cover the Following at the meeting:

- Go over Meet your Mentor/Mentee form
- Share effective resources, websites, work related strategies and district forms, if applicable.
- Does Mentee want to be accompanied to his/her schools for the purpose of introduction?
  - Show mentee around work area and introduce them to staff
- Discuss how/when monthly contacts will be made (face to face, phone, Teams, etc.)
- Communicating with schools

#### September (Month 2)

Discuss job specific training needs: Look on SWWC Website to review upcoming trainings

- SPED Forms training, if applicable
- Review topics presented at New Employee Orientation
  - SMARTeR
  - TimeTracker
  - Employee Portal
  - Frontline
  - Employee Expense process
  - SWWC vehicles, if applicable
- Google Docs training
- READY Clinic program training, if applicable

Discussion Ideas:

- SWWC hierarchy, people/offices
- Map of SC region/list of member schools
- How to order supplies/get what I need in school

- Who do I contact for questions regarding \_\_\_\_\_
  - Office assistance and what to expect of them
  - Finding resources on the Employee Portal (agency templates, forms, etc.)
- Review last month's topics and questions

### **October (Month 3)**

Discussion ideas:

- Managing time
  - SWWC insurance and benefits (sick days, 403b, TRA/PERA)
  - Operating procedures/Workshop attendance procedures
  - Locating materials and resources
- Review last month's topics and questions

### **November (Month 4)**

Discussion ideas:

- Difficult people to work with
  - Developing relationships with administration and staff
- Review last month's topics and questions

### **December (Month 5)**

Discussion ideas:

- Low incidence services and functional behavior assessments
  - Continuing Education and meeting license requirements
  - Upcoming professional development trainings and mentee needs
- Review last month's topics and questions

### **January (Month 6)**

Discussion ideas:

- Time study forms and fiscal monitoring
  - Data Collection
  - Stress management
- Review last month's topics and questions

### **February (Month 7)**

Discussion ideas:

- 504 vs. IEP's
  - Appropriate service time, direct/indirect time
  - Testing accommodations
  - Preparing teachers for state mandated testing
  - Celebrate successes and give examples of good work done by mentor/mentee
- 
- Review last month's topics and questions
  -

**March (Month 8)**

Discussion ideas:

- Writing an effective report
  - Assistive technology
  - Transition IEP resources
- 
- Review last month's topics and questions

**April (Month 9)**

Discussion ideas:

- Fading Mentor support
  - Training needs
  - How to order supplies for next year
- 
- Review last month's topics and questions

**May (Month 10)**

Discussion ideas:

- End of year procedures
  - Paperwork to be completed
  - Organization of materials over the summer
  - Plan for summer/beginning of year activities
  - Success and challenges
- 
- Review last month's topics and questions



# NEW EMPLOYEE MENTORING PROGRAM

## Mentor/Mentee Log

Mentor Name: \_\_\_\_\_ Mentee Name: \_\_\_\_\_

What's Working:	Challenges/Concerns/Additional Supports Needed:
Next Steps:	

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please submit completed forms to HR**