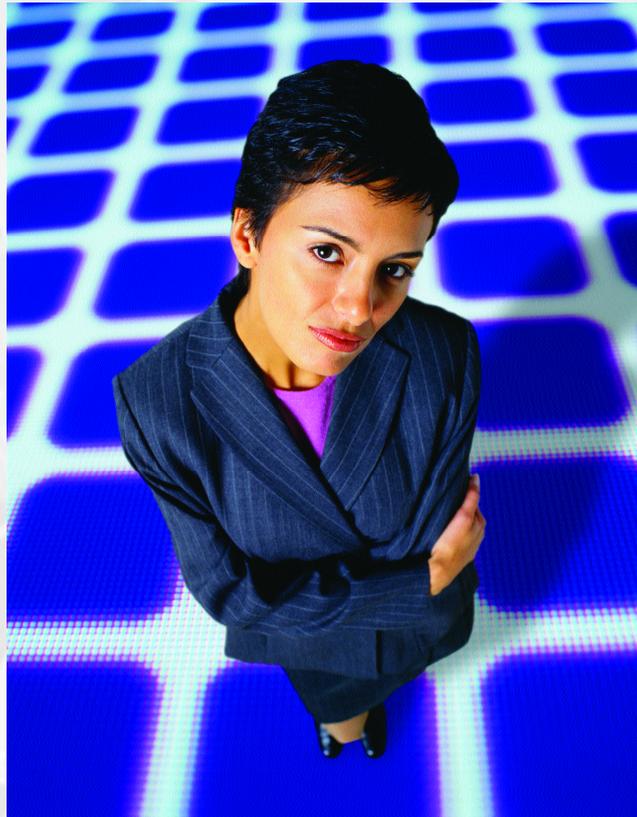


## **Women's Mentor Program**



# Women's Mentor Program

Each participant will work with an assigned mentor, whose role is critical to the success of the program. The mentor relationship provides an opportunity for open, honest discussion of personal/professional strengths and challenges, as well as career options. Mentors and mentees must be equally committed to the relationship and must be willing to dedicate the time required to support the relationship.

Key responsibilities for the mentor include establishing trust and building the mentoring relationship. The mentor creates a learning environment that facilitates professional growth, while understanding what both bring to the relationship.

Also, the mentor works with the mentee to establish goals,

monitor progress and evaluate the

process. Meanwhile, the mentee takes responsibility for scheduling time together and provides direction to the discussion of goals and career options. Both share accountability for maintaining a productive relationship.



## The mentor commits to:

- providing the time to support the mentoring relationship
- helping the mentee establish professional development goals
- maintaining confidentiality in the relationship
- evaluating on-going progress and providing honest feedback
- attending a mentor training session

## The mentee commits to:

- contacting the mentor to set up one-on-one appointments
- completing the Goal Plan with the mentor
- attending monthly Friday afternoon sessions
- maintaining confidentiality in the relationship
- evaluating on-going progress and providing honest feedback
- proactively working toward developmental goals

**T**he Women's Leadership Group Mentor Program is designed to provide the opportunity for women to focus on their individual learning goals and enable them to take advantage of professional opportunities within the Maricopa Community College District. MCCD encourages employees to prepare for future jobs throughout the district. The Women's Leadership Group believes that women within the district seek to be challenged by new opportunities. We appreciate the support and encouragement of district and college leadership for this program.



The Mentor Program is designed for women in MAT, PSA, M&O, Crafts and Security positions. It provides a mentor, plus monthly seminars, to facilitate focused learning for professional development. Objectives include:

- Exploring mentees' personal and professional goals and expectations.
- Exploring job options and opportunities within Maricopa.
- Enhancing personal and job development skills.
- Improving job survival techniques for succeeding in Maricopa.
- Encouraging participation in internships, apprenticeships and cross-training opportunities.
- Providing a support network through regularly scheduled group activities.
- Providing continuing encouragement for mentees' professional development.

Program activities will include the development of a goal contract between the mentor and mentee and the development of a long-range career plan. Monthly seminars featuring Maricopa women will provide information on job-search skills such as resumé writing and interviewing. The MCCD hiring process will be discussed. Managing change, communication skills and dressing for success will be emphasized. A panel of Maricopa's women presidents will discuss professional advancement challenges, and women deans will share management challenges. Networking and support groups will be encouraged.

If you are interested in professional development within Maricopa and are willing to commit to achieving your goal, please consider taking advantage of this opportunity.

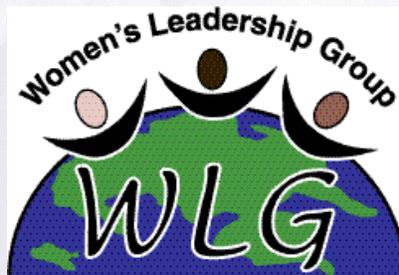
If you are interested in participating in the Women's Mentor Program — or, if you are willing to commit to being a mentor — please complete an application form to be signed by your president.

Additional information is available from:

Cheryl Crutcher at Phoenix College

Linn Taylor at Estrella Mountain Community College

Kay Martens at South Mountain Community College



## **Women's Mentor Program**

[www.maricopa.edu/wlg](http://www.maricopa.edu/wlg)

The Mission of the Maricopa Community Colleges Women's Leadership Group (WLG) is to provide the continuous development of a strong and supportive work environment for the diverse women of the Maricopa Community Colleges.