

MENTOR

Program

What is the Mentor Program?

The GCNA Mentor Program connects team members who have specific skills and knowledge (mentors) with team members (mentees) who want to achieve similar skills or knowledge and have the desire to grow professionally. Mentoring relationships should focus on mentee skill development, goal setting and career planning, problem solving and networking. Mentors and mentees share their values and goals in a mutually respectful, supportive way which leads to a more enriched life for both.

Mentor Program Overview?

The GCNA Mentor Program recommends a 9 – 12 month commitment from both mentors and mentees. GCNA maintains a mildly formal Mentor Program and provides tools and resources to both the mentor and mentee as well as schedules semi-regular check-ins for both mentors and mentee's either in-person or virtually. The minimum time commitment is two-hours a month but depending on the mentee, the commitment may be more (or less). Mentees own and drive the relationship. Mentees are responsible for scheduling meetings with their mentor and should schedule them when least disruptive to the needs of the business or their scheduled time off. Meetings can be in-person or virtually (phone, email, Skype, etc.). The Mentor Program is a volunteer program, hourly team members will not be paid for meeting outside their normal business hours and mentors/mentees will not be paid for time spent traveling to meet for the purpose of the program.

Mentor Criteria

- One-year continuous employment with GCNA and six-months in current position
- Must be in good standing, no Performance Improvement Plans or Corrective Action issued within the last six months
- Must have manager approval and support

Mentee Criteria

- Six-months continuous employment with GCNA
- Must be in good standing, no Performance Improvement Plans or Corrective Action issued within the last six months
- Must have manager approval and support

Mentor Role:

- Share knowledge and experience
- Listen and offer encouragement
- Provide support
- Is open and honest
- Discusses goal setting

Mentee Role:

- Have a clear understanding of why you want to be mentored
- Scheduling and coordinating meetings
- Create meeting agendas
- Willingness to learn and grown
- Ability to accept constructive feedback