



# Just the Facts

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## MENTORING FOR SUCCESS PROGRAM



- ▶ Develop a seasoned and empowered workforce
- ▶ Improve skills and abilities of workforce
- ▶ Develop Mentor/Mentoree Relationship

### BACKGROUND

The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) has established a formal mentoring program. The Mentoring for Success Program (MSP) offers a mechanism for developing the professional and technical potential of both military and civilian personnel. This program provides a cost-effective means for our personnel to improve present job skills, abilities, and morale. It is the intent of the MSP to clone knowledge to ensure that USACHPPM maintains its high level of success.

### SCOPE

The program is initially for one year and is open to all USACHPPM civilian and military personnel with no grade restrictions for mentor or mentoree. The relationship may be extended at the end of the one-year period.

### GOALS

- ▶ Enhance leadership and technical skills of the USACHPPM workforce.
- ▶ Develop and strengthen interpersonal skills.
- ▶ Assist the workforce in increasing its understanding of USACHPPM's organizational structure and interrelationships.
- ▶ Develop a seasoned and empowered workforce.

### OBJECTIVES

- ▶ Improve the present skills and abilities of our workforce.
- ▶ Improve morale of program participants and USACHPPM workforce through positive learning experiences.
- ▶ Allow USACHPPM employees to identify opportunities within the USACHPPM.
- ▶ Increase organizational communication.
- ▶ Provide supportive teaching/training opportunities.
- ▶ Provide professional development training for employees during organizational changes.
- ▶ Provide innovative training opportunities through an interactive approach to overcome career obstacles.

### PROGRAM ORGANIZATION

The Deputy for Technical Services is the Champion for this program, and the Quality Systems Office is the proponent. The MSP Program Steering Committee consists of a coordinator, seven members (four military, three civilians), four ad hoc members, a recorder, and a facilitator. This program is being implemented with the support of both internal and outside professionals to provide training to the program participants. The MSP Steering Committee is available for assisting mentors and mentorees with their questions and concerns.

Quality Systems Office  
U.S. Army Center for Health Promotion and Preventive Medicine  
DSN 584-1038 or commercial 410-671-1038  
E-mail address: Diane\_Cottrell@chppm-ccmail.apgea.army.mil

## **MENTOR INFORMATION**

### ***GUIDELINES FOR THE MENTOR:***

- ▶ Provide career strategy advice.
- ▶ Be a role model.
- ▶ Offer challenges.
- ▶ Encourage open communications: feedback to mentoree - share experiences, knowledge, ideas and values.
- ▶ Foster mentoree's professional growth through various experiences.

### ***REWARDS FOR THE MENTOR:***

- ▶ Personal satisfaction in growth of mentoree.
- ▶ Broaden network of contacts.
- ▶ Sharpen management, leadership, and interpersonal skills.
- ▶ Learning from the mentoree.

## **MENTOREE INFORMATION**

### ***GUIDELINES FOR THE MENTOREE:***

- ▶ Initiate contact with mentor - "check-in" regularly and work with the mentor.
- ▶ "Do your homework" before meetings.
- ▶ Openly share ideas/concerns/goals/needs.
- ▶ LISTEN to advice.
- ▶ Perform at a high level.
- ▶ Take advantage of learning opportunities.
- ▶ Keep your supervisor informed.

### ***REWARDS FOR THE MENTOREE:***

- ▶ Have a role model.
- ▶ Have a sounding board.
- ▶ Design your Mentoring Career Development Plan as part of your action plan.
- ▶ Obtain a broader USACHPPM perspective.
- ▶ Deepen your understanding of career alternatives.
- ▶ Position yourself with career guidance.
- ▶ Plan for career enhancement.

### ***SUSTAINING THE MENTOR/MENTOREE RELATIONSHIP:***

- ▶ Give as well as take.
- ▶ Be open and supportive.
- ▶ Build and establish a trusting relationship.
- ▶ Sustain high quality performance.
- ▶ Really get to know your mentor/mentoree.
- ▶ Stay in contact.

## **BENEFITS TO USACHPPM**

- ▶ Improved professional development.
- ▶ Improved networking.
- ▶ Improved morale.
- ▶ Improved performance and opportunity to demonstrate capabilities.
- ▶ Improved transfer of organizational culture, values, and leadership components.
- ▶ Improved information flow with a better understanding of USACHPPM.
- ▶ Improved commitment to USACHPPM organizational missions and goals.

## **FOR MORE INFORMATION**

Request an application from Dianne Cottrell, Program Coordinator, (410) 671-1038. Return/fax completed application to Dianne Cottrell, MCHB-SA-QSO, E1930 or Fax to (410) 612-8513.  
E-mail address: Diane\_Cottrell@chppm-ccmail.apgea.army.mil