

Growing Employees with Mentoring

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Agenda

- Introduction
- Mentoring Descriptions and Benefits
- Your Mentoring Experiences
- Do's and Don'ts in Mentoring
- Mentoring Conversations
- NASS & Organizational Mentoring
- Resources and Tools
- Summary

Objectives

- Discuss mentoring in general
 - Define mentoring
 - Describe mentoring benefits
 - Recognize mentoring do's and don'ts
- Sharpen Mentoring Skills
 - Developmental Discussions
 - GROW Model
 - Plan and practice mentoring conversations
- Discuss Mentoring in NASS, other organizations
 - New informal program and other mentoring options

What is Mentoring?

- Definitions

- Mentoring by Gordon Shea
- Marge Piercy
- NASS Mentoring
- OPM Mentoring

Mentoring is not...

- Mentoring is different from:
 - Training
 - Coaching
 - Consulting
 - Therapy

Your Mentoring Experience

- Think of a time when...
- Complete page 6
- Discuss in sub-groups
- Large Group report out of
 - Suitable Topics, Goals, Formal/Informal, Roles, Expectations, Rules, Time, Communication, Traits, Benefits
- Summary

Mentoring Benefits and Tips

- Benefits

- To the Mentee
- To the Mentor
- To the organization – NASS example
- Refer to Participant Booklet – page 7

- Tips Summary

- Mentoring Do's and Don'ts
- Refer to Participant Booklet – page 12

Mentoring Discussion Framework

- Mentor Roles
 - Coach - Listen and draw out
 - Give feedback, reality testing
 - Advise – offer information, options
 - Guide planning, goal setting
- Topics and Outcomes – various examples
 - Sample phrases
- Refer to Participant Booklet – page 13

Questioning – GROW Model

- **Goal** – identify the subject, issue, outcome
- **Reality** – explore and refine the issue
 - concerns, obstacles, resources, etc.
- **Options** – identify other alternatives/solutions
 - advantages, disadvantages
- **What's Next** – what are you going to do?
 - Tasks, timeframes, resources, considerations
- **Source:** J. Whitmore
- **Refer to Participant Booklet – page 15**

Mentoring Scenarios

- Think of a significant mentoring challenge or a Mentoring Program challenge
- Groups of 3 or 4 choose 1 challenge to work on
- Group Roles - Participant Booklet page 17
 - Mentee – Individual who ‘owns’ challenge
 - Answers questions about the challenge
 - Mentors - All others
 - Play all 4 Mentor Roles and ask GROW Model Questions and other WHAT and HOW questions of Mentee
- Discuss insights, learnings

NASS Mentoring – General

- Program is 1 of several in NASS
 - Field Operations Mentoring for Directors, Deputies
 - Headquarters Mentoring for leadership roles
 - Informal Mentoring
 - New Employee Orientation – ‘buddy’
- Get involved – reach across generations and leave a living legacy

NASS Mentoring Program

- The newest NASS Mentoring Program is informal
 - Use unique ideas, creativity, approaches
 - Flexible, tailored for specific requirements as determined by Mentor and Mentee
- Mentoring is part of every leader's job in NASS
- Announcement – Leader's 6/20/07 Memo
 - Refer to Participant Booklet page 18
- Program home – NASSwiki
 - NASSnet, NASSwiki, search Mentoring
- Mentoring Home

NASS Mentoring Program – continued

- Mentoring Home on NASSwiki
- Source – NASS Climate Survey, OCSET3
- Resources
- Mentors – more than 30 currently listed
- Program Contacts
- Guidelines
- FAQ
- NASS Mentoring Program Booklet

NASS Mentoring Program – continued

- Program is open to ALL NASS employees
- How to get started as mentor or mentee
 - List of available mentors
 - Resources, guidelines, roles, rules, FAQ
- Mentoring Goals – professional topics
 - Learn NASS culture, organization
 - Understand work processes, procedures
 - Help with career development, growth, advancement
 - Specific skill development
 - Personal effectiveness

NASS Mentoring Program - continued

- Time Commitment
 - Meet once/month; use up to 4 hours/month
- Encourage participation by:
 - Becoming familiar with program
 - Ensure your staff understand program
 - Participate
- No current program evaluation due to informal nature
- Mentors leave a living legacy in organizations across generations

Where to Get More Information

- Refer to Participant Booklet – pages 20-25
 - Tools
 - Resources - books, articles, electronic sources
- Mentoring Resources on Internet
- USDA NASS – Linda Raudenbush
- Each other by networking
- Suggestions?

Summary

- You have had the opportunity to:
 - Discuss mentoring in general
 - Sharpen Mentoring Skills
 - Developmental Discussions
 - GROW Model and Mentoring Roles
 - Discuss Mentoring in NASS, organizations
- Final Questions?
- Get involved in Mentoring– reach across generations and leave a living legacy!

Growing Employees with Mentoring

Note Taking Guide - Following are the tasks I intend to do to support mentoring across generations:

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Comments

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