

Participant's Name: _____

Mentor's Name: _____

Terms of Agreement

Confidentiality. All information between the participant and the mentor shall be confidential and only shared with other parties if both agree.

Expectations. It is expected that the mentor will provide professional and educational development advice, guidance, professional contacts and networking connections as appropriate. The participant will discuss with the mentor professional development options and both parties will work together to develop the participant's Individual Development Plan.

Meetings. The participant and mentor shall meet at least quarterly at a time and place mutually agreed upon.

Length of Relationship. The participant and mentor agree that the professional relationship will be evaluated yearly as to the benefit of continuing the agreement. If either party has circumstances that preclude the continuation of the agreement, they will notify the other party as soon as possible to terminate the agreement. We understand that either party has the option of discontinuing the relationship for any reason providing the terminating party notifies the other.

This document reflects the agreements that we enter into at this point in time. We understand that the terms of this agreement may be changed at any time and that we agree to document such terms in writing.

Mentor Signature Date

Participant Signature Date

Civilian Marines

“SUPPORT OUR MARINES! BE PART OF THE TEAM!”

Mentorship Program

Mentorship:

Mentoring is a highly effective and essential cornerstone of our career and leadership development programs. It provides the means for an organization to develop and maintain a culture that promotes and rewards excellence. A mentor facilitates personal and professional growth in employees by sharing experience, knowledge, and insight earned through the years. Through facilitation, a mentor sharpens management and leadership skills, expands professional contacts, and increases career opportunities for the CCLD participants.

A mentor helps an employee transition from the relatively narrow focus of technical work to the more complex field of management and leadership. Through this transition, the mentor provides a role model for success. Both the mentor and the employee have the opportunity to expand their technical, interpersonal and leadership skills through the relationship. More specifically, mentoring helps Civilian Marines identify and prepare for positions which best fit their needs and interest. This in turn benefits the organization by enabling it to fill positions with the most capable motivated personnel.

The Role of the Mentor:

A mentor is a person who oversees the career and development of another, usually junior, person. Most simply stated, a mentor helps the employee develop and clarify career goals.

Mentor's roles involves:

- ✓ Motivating employee through counseling and guidance.
- ✓ Coaches an employee in enhancing skills and intellectual development.
- ✓ Passes along organizational information.
- ✓ Provides candid feedback to the employee about perceived strengths and developmental needs.
- ✓ Points out opportunities for the employee to develop and demonstrate capabilities.
- ✓ Serves as role model (lead by example).

Mentors are leaders who typically possess the ability to counsel others to help develop and achieve personal and professional growth; provide insights and solutions, fosters innovation among others; and inspire core values (honor, courage, commitment) as an integral part of making Civilian Marine as a component of readiness. Through mentorship program the organization benefits by increasing commitment from employees, improved employee's performance by providing needed skills to better their jobs performance, and provide for a better flow of organizational information to support the United States Marine Corps.

Mentorship Program Participant Eligibility:

Executive, Managerial, and Supervisory Level personnel of any Agency are eligible to be come a Mentor. Mentors must be at least two grades above the mentored employee, and cannot be in the direct chain of supervision of the CCLD participant. Leaders who are interested in participating in this mentorship of CCLD candidates must contact the Civilian Human Resources Office at 645-7689.