



## FWEA MENTORING PROGRAM MENTOR GUIDELINES

**VISION:** Knowledgeable, effective, creative and motivated FWEA leaders actively pursuing the FWEA Vision.

**MISSION:** To create a culture of leadership knowledge transfer, improve motivation among leaders and volunteers, and to increase the value of membership while supporting FWEA's Strategic Plan

### **SCHEDULE**

- "Fall" Session – July through November
- "Spring" Session – February through June

### **KICK OFF/ORIENTATION SESSION FOR MENTORS (TBD)**

### **DOCUMENTS AND RESOURCES**

- Roles and Responsibilities for Chapter and Committee Leaders
- DAL roles (we are supporting and strengthening their efforts)
- FWEA Website ([https://fwea.org/mentorship\\_program.php](https://fwea.org/mentorship_program.php))

### **PREPARATION FOR FIRST MEETING WITH MENTEE:**

- Set an appointment to meet face to face within 30 days of mentor/mentee match
- Review FWEA Mentoring Program – Mentor Guidelines (this document)
- Review meeting suggestion topics below and add your own

### **MEETING #1 – Get to know each other**

Goal: Get to know each other and set realistic goals for your mentoring program.

#### **Suggested Topics for Meeting #1:**

- How and why you initially get involved with FWEA
- How long you have been an active member
- How and why you got into the leadership position (both professionally and within FWEA) you currently have
- What is the mentee's vision of their current role and are there any specific goals they would like to achieve while holding this position?
- What are the mentee's needs to achieve those goals?
- As a mentee, what would you like to take away from this experience that would help you in general and to achieve any specific goals? Experience, perspective, contacts, tools, etc...
- Establish communication method and exchange phone numbers!
- Schedule next meeting (~ 4 weeks after 1st meeting)

## **MEETING #2 – Benefits of WEF/FWEA**

Goal: Continue to grow the relationship, review FWEA & WEF missions & plans

### **Suggested Topics for Meeting #2:**

- Review previous discussion / progress
- Benefits of their FWEA/WEF involvement for their careers
- Benefits of their FWEA/WEF involvement for the environment (promoting public awareness and sound public policy)
- Discuss mission and strategic plans for FWEA and WEF
- Discuss relationship between FWEA and WEF
- Discuss history of WEF and FWEA (how and why they were formed)
- Schedule next meeting (~ 4 weeks after 2nd meeting)

## **MEETING #3 – FWEA Organizational Structure + Personality Test**

Goal: Review FWEA organization structure and leader roles

### **Suggested Topics for Meeting #3:**

- Review previous discussion / progress
- Describe the role of local chapter chairs, committee chairs, Directors at Large and state executive officers
- Discuss succession planning and implementation for their current role
- Explain the FWEA Business Plan – *what is it and why do we do it?*
- Outline available leadership training / development opportunities
  - Leadership Development Training attendance, participation (self /others)
  - Join a state-wide committee!
  - FWRC
  - State Executive Board meetings
- Schedule next meeting (~ 4 weeks after 3rd meeting)

**Introduce the personality test** <https://www.16personalities.com/>

## **MEETING #4 – Goal Setting**

### **Suggested Topics for Meeting #4**

- Review and discuss personality test results
- Identify mentee's top 3 goals.
  - Can be short- or-long term
  - Within and/or outside FWEA
- Identify strengths and opportunities for growth within and outside FWEA
- If continuing a mentor/mentee relationship, schedule your next meeting.

An anonymous evaluation survey following Meeting #4 will be sent to both the mentee and mentor.

## **OPTIONAL MEETING #5 – Participation/Attendance at a Board Meeting**

If so desired and based on the succession goal, the mentee may be invited by the mentor to participate in a DAL meeting or virtual meet & greet with a WEF/FWEA officer.

## Month-to-Month Action Plan

Meeting	Discussion Topics	Prep for Next Meeting
1	<ul style="list-style-type: none"> <li>– Get to know each other</li> <li>– Current leadership role(s) &amp; goals</li> <li>– Goals for mentoring program</li> <li>– Method of communications with Mentor</li> </ul>	
2	<ul style="list-style-type: none"> <li>– Benefits of FWEA/WEF involvement for mentee</li> <li>– Benefits of FWEA/WEF involvement for the environment</li> <li>– Discuss structure mission and strategic plans for FWEA and WEF</li> </ul>	
3	<ul style="list-style-type: none"> <li>– Roles of local chapter chairs, committee chairs, Directors-at-Large (DAL) and state officers</li> <li>– FWEA Business Planning Process</li> <li>– Introduce the personality test</li> </ul>	
4	<ul style="list-style-type: none"> <li>– Review personality test results</li> <li>– Identify top three goals (could be short- or long-term)</li> <li>– Identify strengths and opportunities for growth within and outside FWEA</li> </ul>	
5	<ul style="list-style-type: none"> <li>– Optional Session (can include participation in a DAL meeting, virtual meet and greet with a WEF/FWEA officer based on succession goals, etc.)</li> </ul>	