



Mentorship Program Development

MSBO Annual
Conference

04/25/2024

Agenda

Recognizing and Sharing the Value

Gauging Interest & Commitment

Early Questions

Next Steps

Kickoff Meeting

Ongoing Support





Recognizing and Sharing the Value

- ☐ Knowledge Transfer
- ☐ Skill Development
- ☐ Career Guidance
- ☐ Networking Opportunities
- ☐ Personal & Professional Growth
- ☐ Leadership Development
- ☐ Succession Planning
- ☐ Mutual Learning

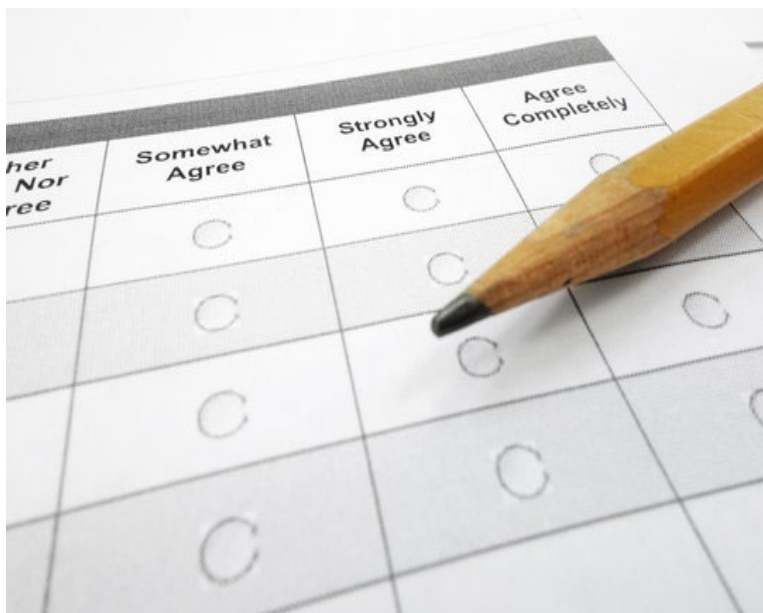


*Facilitate
growth and
development of
both mentors
and mentees.*

Recognizing and Sharing the Value

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Gauging Interest and Commitment





4/25/2024

Planning

1. Should the format be one-on-one or small group?
2. How structured should the program be?
3. How will we recruit mentors?
4. Should we have minimum experience requirements for mentors?
5. Should we automatically assign mentors to new Business Officials?
6. How long should the program last? One year? Two years? Other?



4/25/2024

*Important to involve group
when deciding goals and
structure.*

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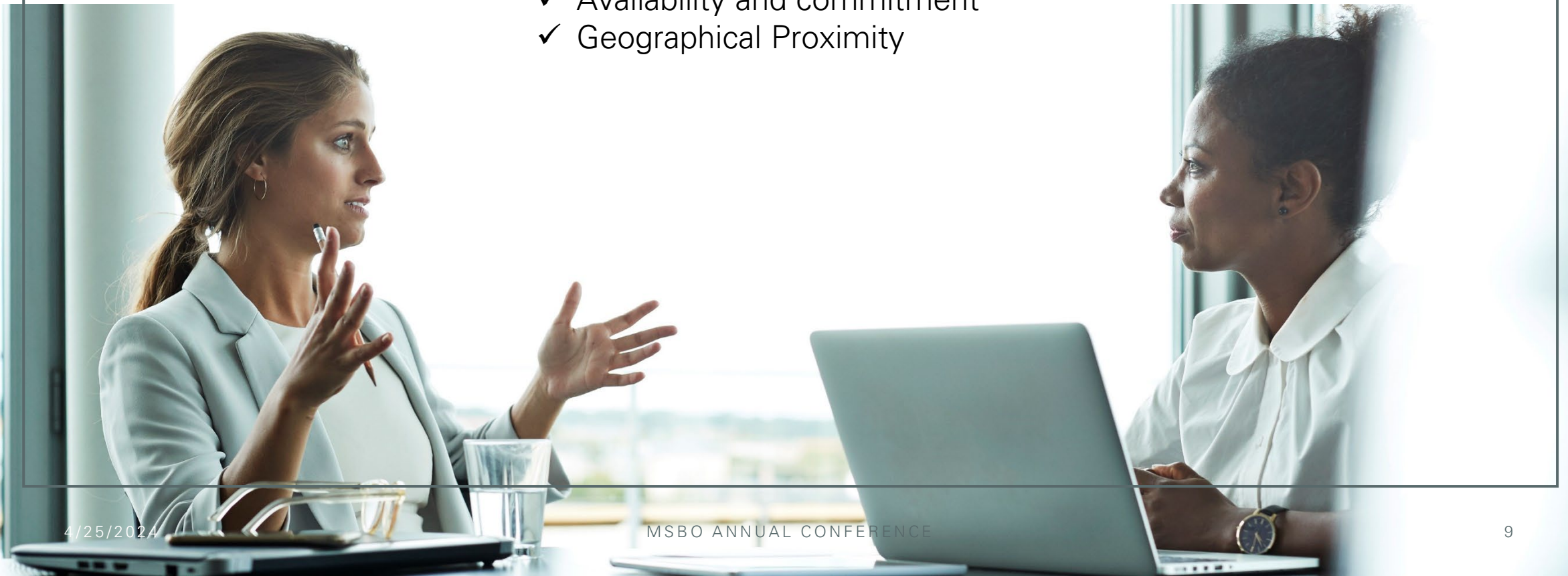
Next Steps – Recruiting Mentors

1. Highlight personal and professional rewards.
2. Emphasize everything they bring to the table.
3. Leverage existing relationships & encourage participation.
4. Make it easy.

Next Step – Pairing

~Considerations when pairing mentors with mentees~

- ✓ Align around goals
- ✓ Compatibility and chemistry
- ✓ Availability and commitment
- ✓ Geographical Proximity





“

Mentorship is simply learning from the mistakes and mastery of a successful person in your field.

Bernard Kelvin Clive

Kickoff Meeting

Goals of the Meeting

- ✓ Introductions
- ✓ Overview of the program
- ✓ Clarify and agree on expectations
- ✓ Set some goals
- ✓ Network
- ✓ Express gratitude

Decisions to Make

- ✓ Program duration
- ✓ Frequency of meetings
- ✓ Support needed
- ✓ How to evaluate program success

Sample Expectations – Both Parties

- ✓ Maintain a high level of professionalism and confidentiality
- ✓ Respect each other's time by adhering to agreed-upon schedules & being punctual for meetings
- ✓ Discuss goals for your mentorship relationship



Sample Expectations - Mentor

- ✓ Help address challenges and obstacles
- ✓ Share your industry knowledge & insights
- ✓ Offer constructive feedback & coaching
- ✓ Build confidence, provide encouragement
- ✓ Encourage & model self-reflection
- ✓ Assist mentee build professional network
- ✓ Assist with navigating relationships - Superintendent and Board



Sample Expectations - Mentee

- ✓ Initiate discussions, ask questions & seek guidance
- ✓ Share challenges, aspirations & progress
- ✓ Come prepared for meetings with mentors
- ✓ Take responsibility for professional growth
- ✓ Be open to feedback
- ✓ Express gratitude for time, guidance & support
- ✓ Honesty



Additional Resources Provided by ISD

Semi-Monthly Meetings

- ✓ Ice breaker activities
- ✓ Goal setting templates
- ✓ Leadership development opportunities
- ✓ Share best practices





Questions & Answers

Teri Les, Oakland Intermediate School District;
Teri.les@oakland.k12.mi.us

Rick West, Troy School District; Rwest@troy.k12.mi.us

Mary Beth Rogers, Clarkston School District;
Mbrogers@clarkston.k12.mi.us