

## **Women & People of Inclusion Employee Mentoring Program**

### **Program Overview**

The purpose of the City of Winooski **Women & People of Inclusion** mentoring program is to provide a system of support, and guidance for folx within historically marginalized populations who are engaging in municipal work.

This program is open to any person within the municipal workforce who identifies as cis and trans women, as well as non-binary people who are comfortable in women-centered spaces and may also be a part of any historically marginalized racial group. The program's focus is to develop and create pathways for people who have experienced systemic oppression, to rise into positions of leadership within municipal government.

We are piloting this program with folx who either have already been a part of our workforce or are newly hired as a city employee. After one year of the pilot program, the City aims to increase participation and will begin with the recruitment of interns, AmeriCorps members, and youth workers.

Our aim is in supporting leadership education & opportunities for promotions into new positions as mentees gain experience. This program will foster information sharing and improve coaching, leadership, and interpersonal skills for both the mentee and mentor.

### **Mentoring Commitment**

Mentors and mentees agree to embark on a one-year partnership focused on development opportunities, and follow a program that will benefit both parties and the organization. Both the mentor and mentee agree on the progress of guidelines, maintain confidentiality and openly exchange feedback within the mentoring relationship.

### **Mentoring Objectives**

- To provide a consistent mentoring process across the municipality
- To encourage the development of workplace leadership skills for women and non-binary folx from historically marginalized groups
- To provide advice regarding career development in municipal government
- To encourage idea exchange in a safe environment
- To provide opportunities to learn more about other areas of the municipality
- To retain high potential employees



## **Mentoring Program Process**

The following guidelines and processes will help the mentor and mentee understand the program:

- Nominations are accepted once per year
- Supervisors of nominated persons submit a Mentee Enrollment form to the Equity & Inclusion Director
- Nominations are reviewed by the City's Leadership Team
- Equity Director notifies participants and schedules orientation
- Program participants (both mentor and mentee) create program goals
- Participants attend monthly check-ins and quarterly mentoring events
- Program surveys are sent to participants to assess the program twice per year
- Mentors may meet with the mentee's manager early in the program to discuss development opportunities (the mentors must get permission from the mentees before this meeting)

## **Mentee Readiness Areas for supervisors to consider before nomination**

- What is 'executive presence' and how can you demonstrate this?
- How can you demonstrate a willingness to learn and be open to new and different ideas?
- What are specific ways to develop trust in the mentoring relationship?
- What are tangible and intangible ways to determine the success of your mentoring relationship?
- How can you demonstrate initiative in managing your career?

## **Mentee Orientation and Training**

The goals of the orientation session will be for the Mentee to:

- Develop an understanding of the reason for the mentoring program
- Understand the mentoring program overview and objectives
- Understand roles of the mentoring relationship
- Recognize and leverage strategies to maximize the mentoring relationship
- Understand the role of development planning and how to create and use effective development plans



## Program Participant Expectations

Mentor	Mentee
<ul style="list-style-type: none"><li>• Help identify development strategies and opportunities</li><li>• Serve as a confidant, sounding board, nurturer and provide emotional support</li><li>• Act as a source of motivation, encouragement &amp; networking resource</li><li>• Establish clear set of goals for the mentoring relationship with the mentee</li><li>• Focus on longer term development goals</li><li>• Be a guide for navigating formal and informal organizational channels</li><li>• Serve as a role model</li><li>• Have the capacity for self-disclosure</li><li>• Be an advisor/confronter regarding choices made</li><li>• Ensure communications are clear, timely and complete for stakeholders in the mentoring process</li><li>• Recognize/celebrate success and accomplishments</li></ul>	<ul style="list-style-type: none"><li>• Take ownership for initiating &amp; maintaining contact with Mentor</li><li>• Establish clear set of goals &amp; expectations for the mentoring relationship</li><li>• Remain open to feedback and development</li><li>• Build effective relationships with mentor and manager &amp; other SME's</li><li>• Establish clear set of development commitments including creating &amp; taking action on development plans</li><li>• Accept coaching without taking things personally</li><li>• Have the capacity for self-disclosure</li><li>• Be curious, ask questions, and be open to trying new things</li><li>• Ensure communications are clear, timely and complete</li><li>• Recognize/celebrate success and accomplishments</li></ul>

