



Developing Company Leaders through Mentoring



Developing Company Leaders through Mentoring

Kathy Jo Van
KJ Company



**This session is eligible for
1 Continuing Education Hour**

For these hours to appear on your certificate, you must:

- Have your badge scanned at the door
- Attend 90% of this presentation
- Fill out the online evaluation for this session: www.necanet.org/neca2018

Agenda:

- Mentoring Best Practices
- Key Success Factors
- Playbook for Developing Leaders through mentoring



3

NECA 2018
CONVENTION EDUCATION 

Mentoring....A Must-Have

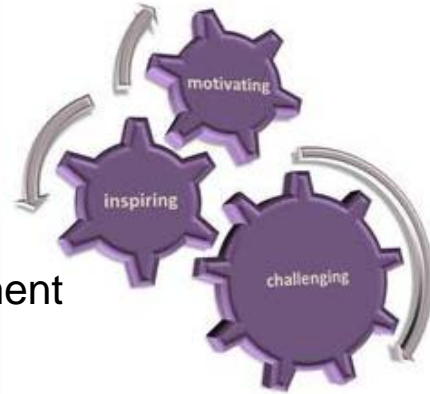
- *"More than 4 out of 5 leaders...emerged as leaders because of the impact made on them by established leaders who mentored them."* (John C Maxwell)
- *"96% of executives say mentoring is an important development tool."* (Account Temps)
- *"70% of mentored businesses survive more than five years, double the rate for non-mentored businesses over that same period."* (Inc Magazine)
- *"Employees who received mentoring were promoted FIVE times more often than people who didn't have mentors."* (Sun Microsystems)
- Mentoring Improves Retention: *"35% of employees who don't receive regular mentoring plan to look for another job within 12 months."* (Emerging Workforce Study)

4

NECA 2018
CONVENTION EDUCATION 

Mentoring...best practices

- Relationship: Mentor - Mentee
- Build talents & skills
- Safe environment
- Enhance careers
- Personal or professional development
- Trusted advisor – Role Model



5

NECA 2018
CONVENTION EDUCATION 

Mentoring partnership

- Mutual trust and respect
- Formal or informal
- Baseline chemistry
- Virtual or Face-To-Face
- Senior-Junior-Peer
- Commitment
- Not exclusive
- Not indefinite

6

NECA 2018
CONVENTION EDUCATION 

Mentoring VS Sponsorship VS Coaching

Mentoring
2-way mutually
beneficial learning

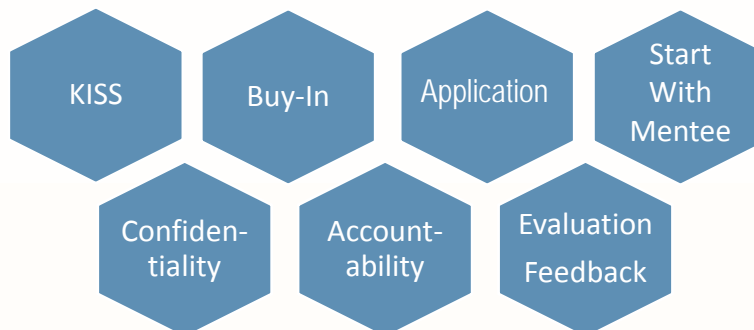
Sponsorship
Champion your
success

Coaching
Paid advice,
professionally trained


7

NECA 2018
CONVENTION EDUCATION 

Key Success Factors



8

NECA 2018
CONVENTION EDUCATION 

4-step process



Mentoring....Playbook....Toolkit



Timeline

| KJ Company - Mentorship Program Timeline | |
|--|---|
| 11/1/2018 | Kick-off your mentoring program |
| 12/1/2018 | - Deadline for applications |
| 12/15/2018 | Review Applications - approve/deny |
| 12/29/2018 | Mentees <u>identify</u> Mentors and <u>make the ask</u> |
| 1/28/2019 | Meeting 1 Mentees check-in |
| 2/11/2019 | Meeting 2 Mentees check-in |
| 2/25/2019 | Meeting 3 Mentees check-in |
| 3/4/2019 | Mid-Point check-in by program manager |
| 3/11/2019 | Meeting 4 Mentees check-in |
| 3/25/2019 | Meeting 5 Mentees check-in |
| 4/8/2019 | Meeting 6 Mentees check-in |
| 4/22/2019 | Program wrap-up |

- Excel template
- Day 1 thru Day 180 (6-mo)
- Milestones

Kick-off

- Meaning of and Value of Mentoring
- Timeline & Expectations



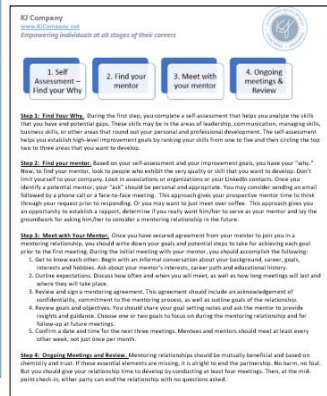
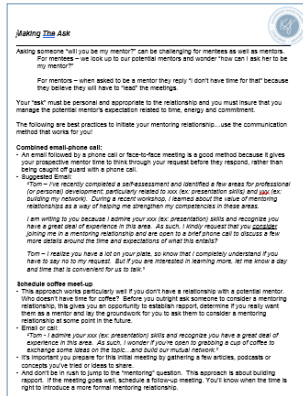
Application & Self-Assessment

- Voluntary - Commitment
- Self Assessment Worksheet
 - Leadership Skills
 - Managing Skills
 - Business Skills
 - Specific Skills in your field
 - Personal Development
- Foundation for their “why”



Identify Mentors & Make the Ask

- Where to find a mentor?
- Making the Ask
 - Email
 - Phone Call
 - Face-To-Face
 - It's just coffee



Meetings & Check-In

- Every other Week
- Minimum 6 meetings
- First Meeting Guidelines
- Mentoring Agreement
- Goals Worksheets
- Accountability Tracker

The image shows three overlapping forms. The top form is titled "Your First Meeting - Guidelines" and includes instructions for the first meeting and a list of goals to be accomplished. The middle form is titled "Mentoring Agreement" and contains text about the program's requirements and a space for signatures. The bottom form is titled "Mentee Goals Worksheet" and is designed for summarizing goals and deadlines.



15

Wrap-Up

- Celebrate Success
- Invite Mentors to attend
- Program Feedback
- Encourage Mentees to continue and expand



16

Toolkit & Resources

- NECA Mentoring presentation
- 4-step process
- Timeline (excel template)
- Application (sample)
- KJCompany Mentoring Toolkit:
 - Self-assessment Worksheet
 - Make the Ask
 - First Meeting Guidelines
 - Goals Worksheet(s)
 - Mentoring agreement



17

NECA 2018
CONVENTION EDUCATION 

Questions?



Kathy Jo Van
www.KJCompany.net
Info@kjcompany.net
847-833-8124

Don't forget...

- 10:15 am – 11:30 am – Opening General Session with Keller Rinaudo
- 11:30 am – 5:00 pm – NECA Show Hours

18

NECA 2018
CONVENTION EDUCATION 