COMMUNITY COLLEGE
OF
ALLEGHENY COUNTY

Leadership Mentoring Program

Department of Human Resources
Professional Development
Leadership Mentoring Program (LMP)

**Description:** A strategic initiative of the Community College of Allegheny County to facilitate employee leadership development through mentorship.

**Goal:** To facilitate a program for faculty, staff, and administrators who aspire to promotional opportunities within CCAC to self-identify and establish a nurturing, professional relationship with a mentor. To provide the opportunity for leaders to assist and support the College in preparing employees for leadership roles while sharing their knowledge, expertise, and wisdom.

**Benefits to the Mentee**
- Assessment of existing professional skill set, strengths and weaknesses
- Development of an individual professional development plan with mentor
- Development of career potential and perspective
- Opportunity to work on a mission centric initiative with mentor to support CCAC strategic goals
- The opportunity to take control of one’s own learning
- Enhanced career opportunities as a result of the mentor-mentee relationship
- The opportunity to give and receive feedback and encouragement
- The chance to develop new contacts and expand their network
- Learn new perspectives and approaches to addressing work issues

**Benefits to Mentor**
- Utilize interpersonal skills: team building, coaching and visioning, negotiation, conflict resolution, communication, and more
- Contribute knowledge to aspiring leaders by sharing experience and wisdom
- Obtain a greater understanding of the barriers experienced at the lower levels
- Enhance one’s own skills in coaching, counseling and listening
- Prepare new leaders
- Learn new perspectives

**Benefits to CCAC**
- Increase in employee morale and motivation
- Discovery of hidden talent and the opportunity to develop it
- Development of leadership capacity
- Builds the concept of a learning organization
- Re-energize and retain employees
- Foundation for succession planning
- Facilitates the preservation of knowledge
- Prepares employees for promotional opportunities
- Encourage, motivate, inspire a group of employees to leadership
- Facilitates relationships supporting diversity
- Creates an atmosphere of coaching
Criteria for LMP Participation
- Any CCAC employee
- Complete mentoring pre and post assessments in Learning Communities
- No overtime, stipends, or additional compensation is paid for LMP participation

Suggestions for Mentee
- Meet with your mentor one time per month for one hour or more
- Make a one year commitment
- Consult with Human Resources about potential mentors, if needed
- Share your career goals with your mentor
- Be transparent with your mentor
- Utilize your mentor for advice and counsel
- Attend networking event with your mentor at CCAC, or elsewhere
- Post a mentoring resource on CCAC LMP portal page
- Participate in mentee events as sponsored by Human Resources

Suggestions for Mentors
- Meet with mentee one time per month for one hour
- Make a one year commitment
- Consult with Human Resource about potential mentees
- Take advantage of mentoring resources from Human Resources CCAC LMP portal page
- Share your professional journey with mentee
- Introduce your mentee to at least one senior executive at CCAC
- Recommend a professional organization to your mentee
- Attend at least one networking event with mentee at CCAC, or elsewhere
Leadership Mentoring Program FAQS

Q: How do I select a mentor or mentee?
A: Participants have the discretion to select mentors and mentees of their preference.

Q: What if I have trouble identifying a mentor or mentee?
A: Human Resources can assist both potential mentees and potential mentors with getting connected with a mentor or mentee.

Q: Do I need to personally know the individual who will serve as my mentor or mentee?
A: It is not necessary to have an established relationship prior to beginning the mentor-mentee relationship. The relationship can develop over time.

Q: Can a connection be established between employees from different campuses or locations?
A: Yes, employees can collaborate with other employees from any campus or location.

Q: What if I already have a mentor outside of CCAC.
A: The program is intended to enhance opportunities. Employees can maintain other mentorship relationships outside of CCAC, and still participate in the LMP.

Q: How many hours per week do I need to give to participate in the program.
A: Mentors and mentees are asked to meet one hour per month. However, additional time is at the discretion of the mentor and mentee.

Q: Are any resources available to assist individuals who want to serve as mentors?
A: Yes. Human Resources has available resources that will be shared with mentors.

Q: What factors should I consider when considering who to connect with as a mentor or mentee?
A: There are many factors to consider. Some factors include connecting with someone in the area or field of interest you are in or aspire to, someone who you believe you will feel comfortable sharing with or advising, and someone who has a genuine and sincere interest in developing or helping others develop.

The Leadership Mentoring Program is an employee professional development activity that can be captured on the employee transcript through Learning Communities.