



IMPROVEYOU

College of Engineering Staff Mentoring Program

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www.engineering.iastate.edu

Mission Statement: *“The College of Engineering’s **Improve You Staff Mentoring Program** strengthens the college through knowledge sharing, leadership development and fostering healthy work partnerships among staff members.”*

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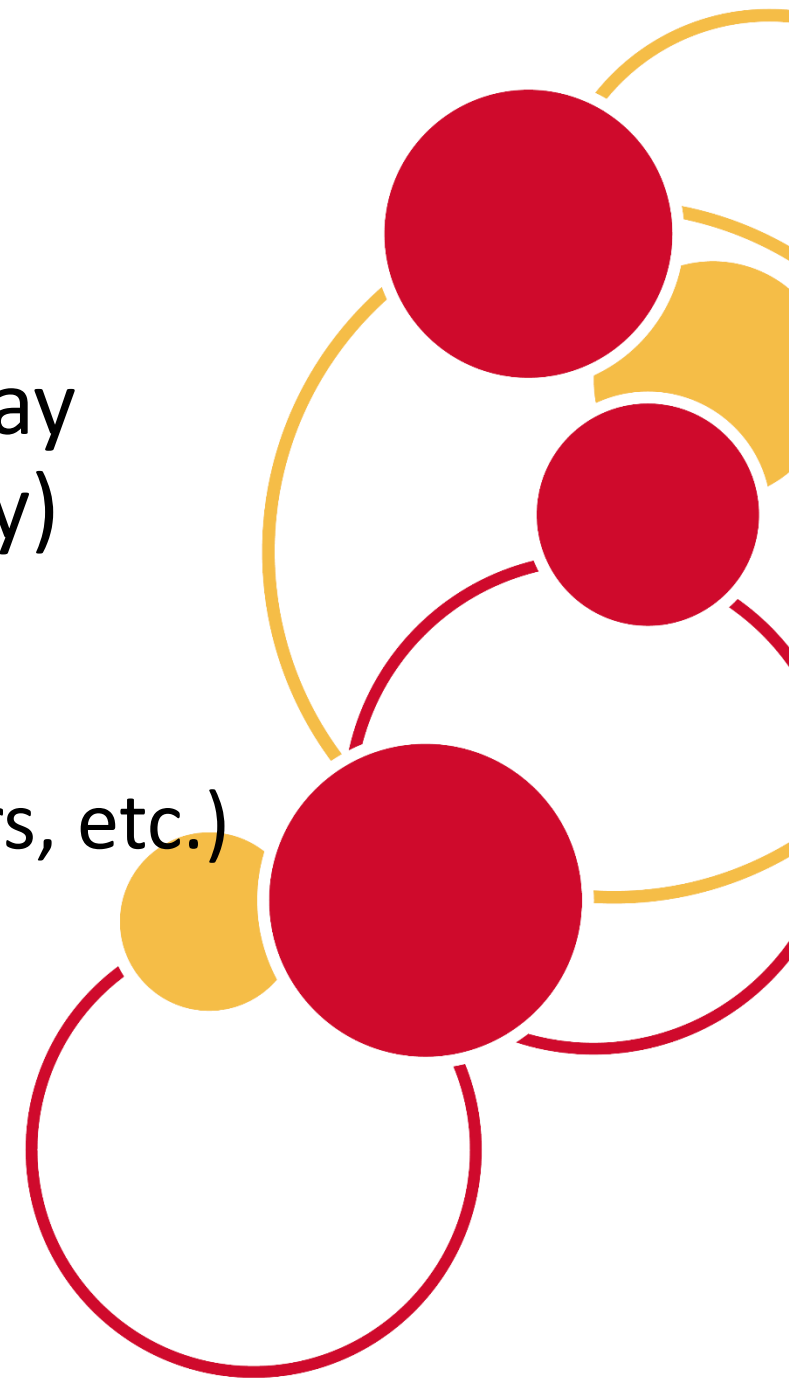
Program Layout

Our program year runs August through May
Open to all staff in the college (non-faculty)

Two-part program:

- Mentoring partnerships

- Large-group programming (guest speakers, etc.)



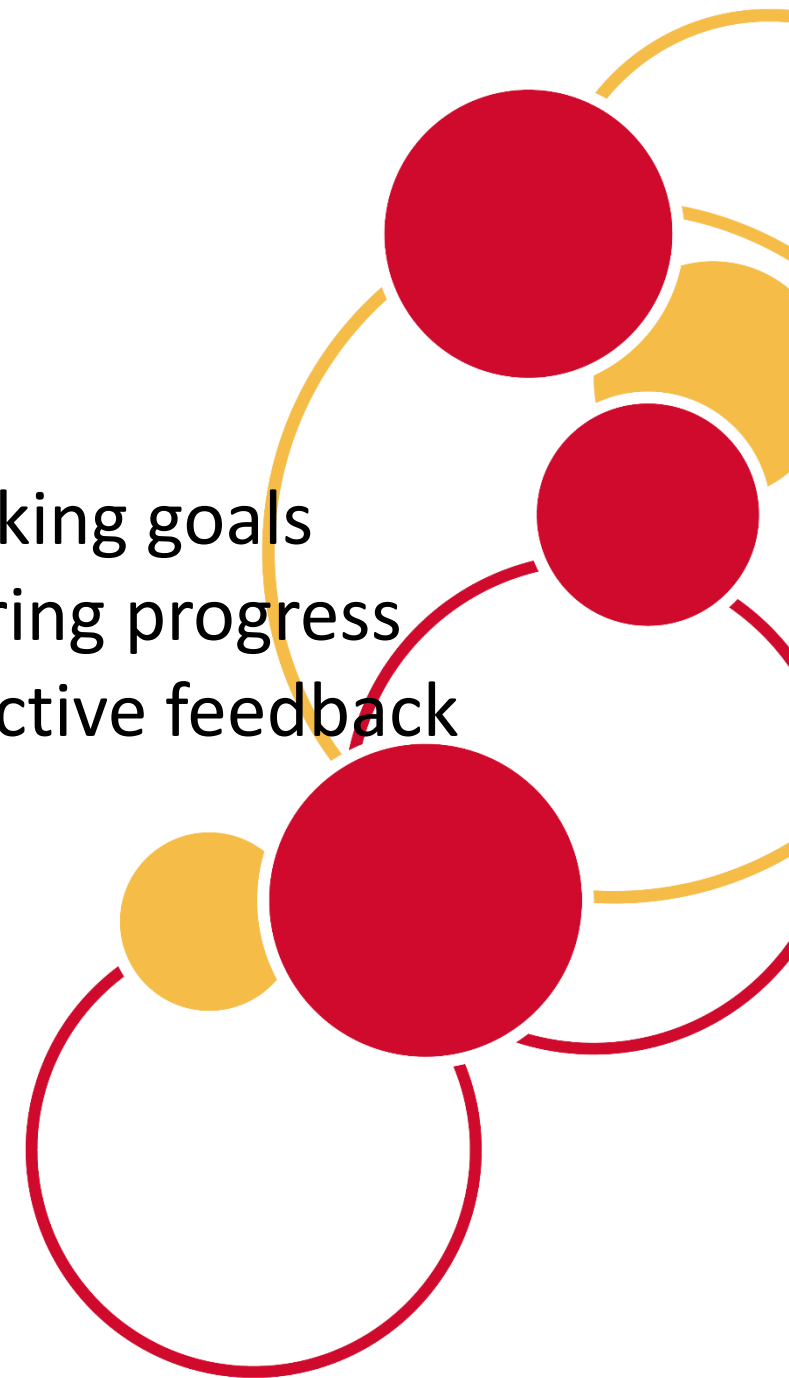
Mentor Training Topics

Responsibilities of a mentor
Building rapport
Active listening
Setting direction
Tips for a great start

Developing and tracking goals
Making and monitoring progress
How to give constructive feedback

Navigating delicate issues
Setting boundaries
Professional behavior
Getting the most out of the program

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Our group program topics have included:

Productivity & Time Management

Civility

Teamwork

Leadership

Energy Management

Professional Presence

...just to name a few

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*Productivity & Time Management: **University Faculty Member***

*Civility: **University Ombuds Rep***

*Teamwork: **University Faculty Member (and former astronaut)***

*Leadership: **Collegiate Athletic Director***

*Energy Management: **Campus Wellness Director***

*Professional Presence: **Former University Staff Member
(who moved into entrepreneurship)***

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- Intent to participate is submitted
- Preferred role noted (mentor or mentee)
- Submit a profile
 - Posted on secure website
- Mentees required to reach out to potential mentor for an informal initial meeting
- Both parties determine whether to pursue as a partnership for the program year
 - Paperwork required
 - Multiple meetings happening throughout the summer

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Staff Mentoring Program

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Mentor

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust, and respect.

Both the mentor and the mentee give and grow in the mentoring process. You, the mentor, have an opportunity to review your accomplishments and challenges, as a reminder of lessons learned. In sharing your expertise, you are leaving a legacy and guiding another one's career path. This also gives you an opportunity to review and re-energize your personal career goals.



Seth Loyd and Holly Dunlay-Lott

Benefits

- Renewed enthusiasm for expertise and increased career satisfaction
- Greater understanding of barriers experienced by other staff members
- Enhanced skills in coaching and listening
- Development of personal style of leadership



Getting Started as a Mentor:

[Mentor Profile](#)

[Mentee Goals Worksheet](#)

Our Mission

The College of Engineering's imPROVE you Staff Mentoring Program strengthens the college through knowledge sharing, leadership development and fostering healthy work partnerships among staff members.

Upcoming Events

Networking Event

Lessons learned

1. You will not make everyone happy
2. RSVPs required (cost savings)
3. Opt-in to receive a resource (cost savings again)
4. Remain consistent in policies, even when difficult



“I feel I gained a valuable relationship with a colleague I would never have otherwise interacted with.”

“This was my first time in the program and it far exceeded my expectations.”

“[The program] helps you to see from a different perspective, and it helps you learn other ways to solve problems.”



“The mentoring training gave me the push I needed to be brave and seek out a key mentor of my own.”

“The lunch and learn topics were timely and beneficial.”

“I was able to meet more people and gain insight on how to grow professionally and what I need to do to make that happen.”



Questions?

IMPROVEYOU

College of Engineering Staff Mentoring Program

Thank you!

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