

Florida Comprehensive Planning Network (FCPN) Mentor/Mentee/Mentorship Guide

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Committee
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Introduction

The information in this guide will help in setting up and launching a mentorship program for new members of the Florida Comprehensive Planning Network (FCPN). It is also useful for the individual who wishes to identify and establish a relationship with a mentor.

Definitions

Mentor:

- An experienced and trusted advisor
- To advise or train (someone, especially a younger or less experienced colleague)
- A mentor motivates his or her mentee to carefully understand the Florida Comprehensive Planning Network's purpose, operations, and current Bylaws

Mentee:

- A person who is advised, trained, or counseled by a mentor

Mentorship:

- The influence, guidance, or direction given by a mentor
- A mentoring relationship can exist between two people or within a group for the purpose of career development or navigating the workplace, or a particular issue
- In an organizational setting, a mentor influences the personal and professional growth of a mentee
- Often, the relationship is mutually beneficial and non-evaluative, with all parties learning in a purposeful way through sharing knowledge and experiences

Roles and Responsibilities

Mentor

A mentor asks thought-provoking questions and ensures the mentee is comprehensively understanding the statewide planning group and process.

Mentors' meet the following criteria:

- Minimum of 2 years of experience as an FCPN representative or alternate
- Have contextual experience related to the mentee
- More statewide planning group experience than the mentee
- A desire to help the mentee as well as the overall FCPN
- Ability to help the mentee ask questions and identify resources, if needed

Mentors' provide the following:

- Vision, insight, and encouragement
- A safe and friendly learning environment
- Agreed-upon commitment of time
- Open and ongoing communication

Mentee

A mentee seeks a strong commitment of understanding of the Florida Comprehensive Planning Network. In recognition of the time and effort a mentor must put into establishing a relationship and providing support, a mentee is willing to take the initiative to ask questions and seek learning opportunities that provide a greater awareness and understanding of the statewide planning process.

A mentee should have ...

- Desire to learn, grow and succeed
- Awareness of personal responsibility and goals
- Ability to listen and follow through with directions

A mentee should be willing to ...

- Assess individual needs
- Take initiative in knowledge and skills development
- Participate in the mentoring relationship
- Develop and utilize the skills of professionalism
- Open and ongoing communication

Establishing the Relationship

Why Support a Mentoring Program?

Mentors are a powerful force for engaging and developing new FCPN members. A mentor's role can vary from helping new member's feel welcome to building new member skills and increasing overall FCPN member retention. Sharing knowledge and expertise is vital to building a connected, communicative planning group— and mentoring can help do just that.

Timing, Preparation and Accountability

During the FCPN new member orientation and onboarding process, mentors will be introduced to new FCPN members, and it is important to:

- Be clear about objectives and expected outcomes
- Get buy-in from both individuals
- Explain and outline the benefits of the mentoring program
- Determine how mentors and mentees will be matched
- Establish the expected time frame for mentorship-12 months (including a review or feedback process during this time frame)

Tips for Successful Mentoring!

- Establish boundaries to maintain professional behavior
- Don't stereotype, generalize, or assume your mentor or mentee will not understand your perspective
 - Maintain records of activities and interactions
 - Meet regularly, but be flexible
 - Keep FCPN leadership informed

Mentor

Before the mentor's first one-on-one meeting with the mentee, it is important to consider intentions and expectations for the relationship.

To prepare for the first meeting, a mentor should ...

- Summarize goals and expectations for the mentoring partnership
- List two to three topics to discuss with the mentee
- Consider the logistics of meeting schedule
- Review and reference the current operating FCPN Bylaws, when possible

Then, a mentor should get to know his or her mentee. Questions might include...

- Tell me about your background and experience.
- What gives you the most satisfaction? Frustration?
- How do you like to spend your free time?
- Who do you admire the most or find the most interesting? Why?
- Which skills do you want to develop? How can I help?
- What attracted you to the FCPN or statewide planning group?
- How often would you like to connect?
- Six months from now, how would you like to have grown from this mentoring relationship?
- What one thing can I do to ensure a positive experience for you?
- What should you expect from me and what should I expect from you? OR what should we expect from each other?

Conclusion

Let the Mentoring Begin!

By its very nature, mentoring is rewarding and valuable for the mentor and mentee as well as the overall Florida Comprehensive Planning Network. The sharing of knowledge, expertise, and insight helps create more motivated individuals who are committed and understanding of the statewide planning process.

Appendix A

Mentoring Agreement Form

Mentor name (print)

Mentee name (print)

_____ We are voluntarily entering into a mentoring partnership, which we expect to benefit the mentor, mentee, and Florida Comprehensive Planning Network (FCPN).

_____ Duration of the mentoring partnership: **12 months**

_____ Frequency of the meetings

(For example: **Monthly/Bimonthly/Quarterly**)

_____ We have discussed the mentoring experience as a further developmental opportunity and its relationship to the Orientation and Onboarding Process of the Membership, Nominations, and Bylaws Committee of the FCPN.

Mentor signature _____ Date _____

Mentee signature _____ Date _____

This form is an agreement between the mentor and the mentee.