



Mentorship Program Implementation Proposal and Plan

Mission Statement:

To find motivated and talented PT/PTA volunteers for developing leadership skills and traits into effective office holders within APTA Idaho positions.

Objectives:

- Engagement, Retention, Empowerment
 - Support and reward high performance
- Succession Planning
 - Creation of a talent pool
- Development of Professional Relationships
- Create Culture of Continuous Learning
 - Individual development
 - Knowledge transfer
- Career Growth and Development
 - Cultivate individual career planning ownership
- Gain better perspective of individual/organizational improvement opportunities

Plan:

- Develop a pool of mentors and mentees to achieve the objectives.
- Develop a mixed online and in-person curriculum program to find and highlight individual strengths and how to best purpose those traits within the organization.
- Mentors will be past/present Idaho Chapter office holders and other qualified individuals.
- Mentees will be volunteers within the Idaho Chapter comprising of PT/PTA students, early professionals, and veteran professionals.
- Mentors and mentees must be current Idaho Chapter members.
- Twelve weeks of bi-weekly meetings ending in a meet-and-greet with mileage and hotel paid for by the Idaho Chapter for graduates.
- Meet and greet occurs during the Fall Chapter Meeting where graduates can sit in behind-the-scenes meetings and aid the coordination of the event.
- Ends with a pint-night and/or dinner at a local business to end the day and network for building relationships.

Benefits:

- Mentee:
 - Able to get their foot into the door with chapter leadership and become actively involved in the chapter.
 - Develop leadership skills and find out how their strengths correspond to certain positions.
 - Learn how a nonprofit association operates and functions with the bylaws.

- Besides experience to add to a resume or CV, potential letter of recommendation for future pursuits from their mentor.
- Paid mileage and hotel from Idaho Chapter for Spring/Fall meeting.
- Networking and building professional camaraderie.
- Mentor (Idaho Chapter Leadership):
 - Build a talent pool of capable and motivated individuals.
 - Develop professional relationships and networking.
 - Transfer knowledge and decrease learning curve of future leaders.
 - Gain insights and perspective of organizational opportunities to improve.

Phase One

Program Planning and Development and Timeline (DRAFT; REALISTIC?)

- By 12/31/2022
 - Develop mentor recruitment process.
 - Develop mentee candidate criteria and application; determine successful graduation criteria.
 - Develop mentor and mentee recruitment materials.
- By 1/15/2023
 - Create initial program outline and training elements.
 - Develop assessment matrix
- By 1/15/2023 - Determine initial budget.
- By 2/28/2023 – Script Phase Four recordings
- By 3/15/2023 – Record Phase Four recordings
- By April 1 – Develop resource reading list

Phase Two

Recruit Mentors

- By 1/15/2023
 - Determine which current and past APTA Idaho leaders wish to participate.

Recruit Mentees (Do a Pilot With No More Than Four People)

- Start mentee recruitment promotion - Jan. 15
(eight weeks prior to program start date with deadline for application four weeks prior to initial meeting; four week application window).
 - Email, social media blasts and website posting encouraging interested Idaho Chapter members to submit an application for the program.
 - Notice given to Idaho PT and PTA programs for interested students to apply for consideration to the mentorship program.
- Application deadline - Feb. 15
- Finalize mentee selections for current year - March 15
- Notify all candidates - March 17

Participant Program Preparation

- Send survey asking selected mentees what they want to achieve out of the program, what their interests are, and best available times to meet with their mentor on a bi-weekly basis.
- Have mentees take the free VIA strengths survey and submit the results to staff: <https://www.viacharacter.org/survey/account/register>
- Schedule online zoom meeting with all mentors and mentees (Introductory Meeting).
- Pair mentees with a mentor that matches their interests and potential days/times available for bi-weekly meetings.

Phase Three

Introductory Programming

- Mentors contact mentees prior to introductory meeting to introduce themselves and welcome the mentee to the program.
- Introductory Meeting Agenda
 - Program overview
 - Introduction to the APTA and the Idaho Chapter's purpose
 - Introduction to Idaho Chapter's organizational structure and various positions
 - Overview of Chapter's programming and activities
 - Overview of the Chapter's schedule of events throughout the year
 - Answer questions
- Mentors follow up to schedule what days/times work best for them to meet with mentees for ongoing bi-weekly sessions (online or in-person depending on circumstances)

Phase Four

DRAFT Programming: Learn, Develop, Empower

- Four 10-20-minute recorded presentations provided for all mentees hosted by the Chapter and Executive Committee members presenting a topic as outlined below.
 - Topics
 - Big picture and vision of the Idaho Chapter, goals and action plans/strategies, Chapter finances, operations
 - Requirements and responsibilities for each elected position
 - Requirements and responsibilities for appointed positions
 - Legislative and payment advocacy
 - Leadership styles and choosing your path
- Bi-weekly 10-40 minute in-person or online-meeting between mentors and mentees to discuss the presentations and answer questions mentees have on the APTA Idaho or APTA.
 - Other Topics: VIA strengths assessment and how to use one's personal strengths, personal leadership styles, conflict resolution skills, communication, student topics etc.

- Match mentees with roles in the APTA Idaho that they would be interested and well-suited to be appointed to and qualified to run for.
- Assigned reading tasks for discussion in mentee/mentor meetings NEED TO DEVELOP THIS LIST
 - Use short reading articles to build a base for discussion in the mentee meetings

Phase Five

Reward: Travel, meet, grow

- For “successful” graduates, pay their mileage and possibly one night hotel room in Boise for the corresponding spring/fall meeting.
 - “Successful” could just mean they attended most meetings, were prepared and added to discussions, and/or take on a task to help with the upcoming meeting.
- Assign tasks for graduates to help perform when they arrive or in preparation for the meeting.
- Dinner and/or pint-night for face-to-face discussion and asking the graduates on an individual level to run for a particular office.
- Keep track of potential future leaders who would fit in with certain positions or groups and check in with them.