

# PTCMW Mentor Program

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## Overview of the Program

The PTCMW mentor program involves a mentoring relationship whereby a mentor meets (via phone or in-person) regularly with 1 or more mentees to discuss practitioner-related topics or issues of interest. The range of these topics or issues is purposely left broad, and could conceivably cover I/O-related content (e.g., selection, training, performance management, organizational behavior) or other professional issues (e.g., work-life balance, working internally vs. externally, building a consulting practice). It is left up to mentors and mentees to determine the specific topics they wish to cover in their meetings, tailored to mentors' specific experience/expertise and mentee interests/needs.

Mentoring provides enough structure such that learning and discussion activities take place on a regular basis without encumbering mentors or mentees with too many requirements and logistical constraints. This form of mentoring provides flexibility for mentors to structure the content, timing, and discussion topics for meetings. Other than the initial kick-off social event, mentors and mentees are free to determine the best time and date that works for them to conduct mentoring sessions.

## General Program Logistics

**Getting Started.** Mentors and Mentees will first fill out their respective sign-up forms, available on the Mentor Page on the PTCMW website.

PTCMW will review the forms and match mentors and mentees based on similar interests, experiences, and shared goals of the mentor/mentee relationship. The PTCMW Recorder will notify the mentors and mentees via email of their match.

**Timeline.** The PTCMW Mentor Program will kick-off with a facilitated social event where mentors and mentees can meet and network.

During the first 15-20 minutes of the first meeting, PTCMW will provide an overview of the Mentor Program, outline basic guidelines, and answer any questions the group may have. After this meeting, mentors and mentees will continue meeting on their own throughout the next year.

**Meeting Logistics.** Mentors and mentees will meet once a month at a minimum or more often as desired. Mentees are expected to coordinate scheduling of the monthly meetings and to communicate expectations for mentor-mentee relationship. Meetings can be conducted virtually (e.g., phone, video conference, WebEx) and/or in-person if possible. It is recommended that a maximum of one hour be allotted to each meeting, with a shorter time permitted depending on mentee availability. As mentee attendance at each meeting is voluntary, mentors are not obligated to hold “make-up” sessions for mentees who miss regularly scheduled meetings.

During the first meeting, mentors and mentees must fill out and submit the “First Meeting Agreement Form” located on the Mentor Page on the PTCMW website. This agreement goes over general logistics (e.g., how often meetings will be conducted) as well as shared goals and desired outcomes for the mentor/mentee relationship.

**Mentoring Topics.** Mentors are free to determine which topics are to be discussed and how those topics are to be determined. Although mentor-mentee groups were formed based on similarity of interest and/or experience, the discussions can be guided by topics that mentors wish to discuss and/or by questions/requests posed by mentees. Mentors are not obligated nor recommended to discuss any issue or topic that he or she is unfamiliar with or lacks expertise in. Resource packets will be provided surrounding relevant topics that could be covered for discussion. Each packet will include information and several discussion questions around the topic. Mentors and mentees will have full access to the resource packets, but can choose to use or not use at each pair's discretion.

**Program Evaluation.** Upon completion of the Mentor Program, mentors and mentees will have the opportunity to provide final feedback on their experience. The evaluation forms are located on the Mentor Page on the PTCMW website. PTCMW will review these forms and use your feedback to ensure the program is valuable and enjoyable for both mentors and mentees.