

An Effective Mentoring Partnership

An effective mentoring partnership needs to possess

- Collaboration
- Confidentially
- Respect
- Mutual Accountability
- Responsiveness
- Free and Honest Expression

Mentoring Myths

- Mentoring is time consuming
- Mentoring partnerships should last a lifetime
- Mentoring is always initiated by the Mentor
- Mentoring is based on chemistry
- Mentoring is limited to face-to-face relationships
- Mentoring guarantees promotions

Mentoring Fact

Mentoring partnerships will aid in the professional and personal development of our USCS and MLC workforce.

It will cultivate, preserve and enhance knowledge command-wide and have a positive impact on morale, organizational productivity and the success of our people.

Mentoring Resources

On the Web:

www.opm.gov

www.cpms.osd.mil

www.nko.navy.mil

www.managementhelp.org

www.edmentoring.org

www.coachingandmentoring.com

Contact Information

Commander, Navy Region Japan
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Workforce/Succession Planning
Program Office (N-13D)
PSC 473, Box 22, FPO AP 96349
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<http://www.cnic.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/index.htm>

Updated: November 20, 2009



Commander, Navy Region Japan

Civilian Mentoring Program

Developed by the Regional Human Resources Office to aid in the professional and personal development of our civilian workforce



“A lot of people have gone further than they thought they could because someone else thought they could”

~ Unknown

“Providing HR Services that Enable the Fleet”

Civilian Mentoring Program

IAW COMNAVFORJAPANSTAFFINST 12410.1, CNFJ has implemented a Civilian Mentoring Program. Achievement of CNFJ's vision and execution of our mission depends on developing a highly trained, flexible and responsive workforce. As CNFJ focuses on transforming into a mission focused competency and performance based organization, mentoring and coaching are essential components for an employee's professional, leadership and managerial development.

Mentoring is one of the most powerful forms of human capital development and a major component of the Department of the Navy's Civilian Leadership Development (CLD) framework.

Mentoring Defined

1. A wise and trusted counselor or teacher.
2. An influential senior sponsor or supporter.

Mentoring connects employees in a partnership with experienced professionals for career development. A mentor facilitates personal and professional growth in an employee by sharing experiences and expertise. The mentoring partnership requires the mentor and mentee to work together to reach specified goals and to provide each other with sufficient feedback to ensure successful accomplishment of objectives.

Mentoring Program Highlights

- Voluntary program open to all staff USCS and MLC employees
- Participants will receive mentoring training
- Mentors and Mentees must agree to meet a minimum of three hours each month
- Participants must utilize and adhere to procedures outlined in COMNAVSTAFFJAPANINST 12410.1 and Mentoring Program Handbook
- Participants will develop a Mentorship Action Plan and Agreement (MAPA)
- Utilizes best practices within DOD and the private sector
- Being Mentored can assist in unleashing your true potential
- Being Mentored will assist new employees acclimate themselves into the high-pace overseas environment
- Being a Mentor will sharpen your management, leadership and interpersonal skills
- RADM Wren and Senior Leadership are committed to having an effective mentoring program for our workforce and encourage participation at all levels
- For complete details on CNFJ's Civilian Mentoring Program and associated documents please visit HRO's website:
<http://www.cnic.navy.mil/Japan/RegionOperationsandServices/OperationsandManagement/HumanResources/index.htm>

Mentors

Primarily, a mentor helps the mentee clarify career goals and carry out a plan to reach those goals by sharing insights and knowledge gained through experiences. A mentor is a learning leader who facilitates a learning process, rather than someone who just passes down "the word". Some Mentor responsibilities include:

- Work with mentee to develop a Mentoring Action Plan
- Provide guidance and support
- Creates a positive counseling relationship and a climate of open communication
- Offers constructive feedback in a supportive way

Mentees

A mentee has an opportunity to get personalized career guidance and support of personal and professional development from a more experienced and seasoned mentor. The right mentor can help clarify career goals and assist in carrying out those goals. Some Mentee responsibilities include:

- Work with Mentor to develop Mentoring Action Plan
- Take an active role in the mentoring partnership
- Prepare for meetings with mentor
- Be open to change and constructive feedback
- Look for challenges and opportunities to develop leadership competencies