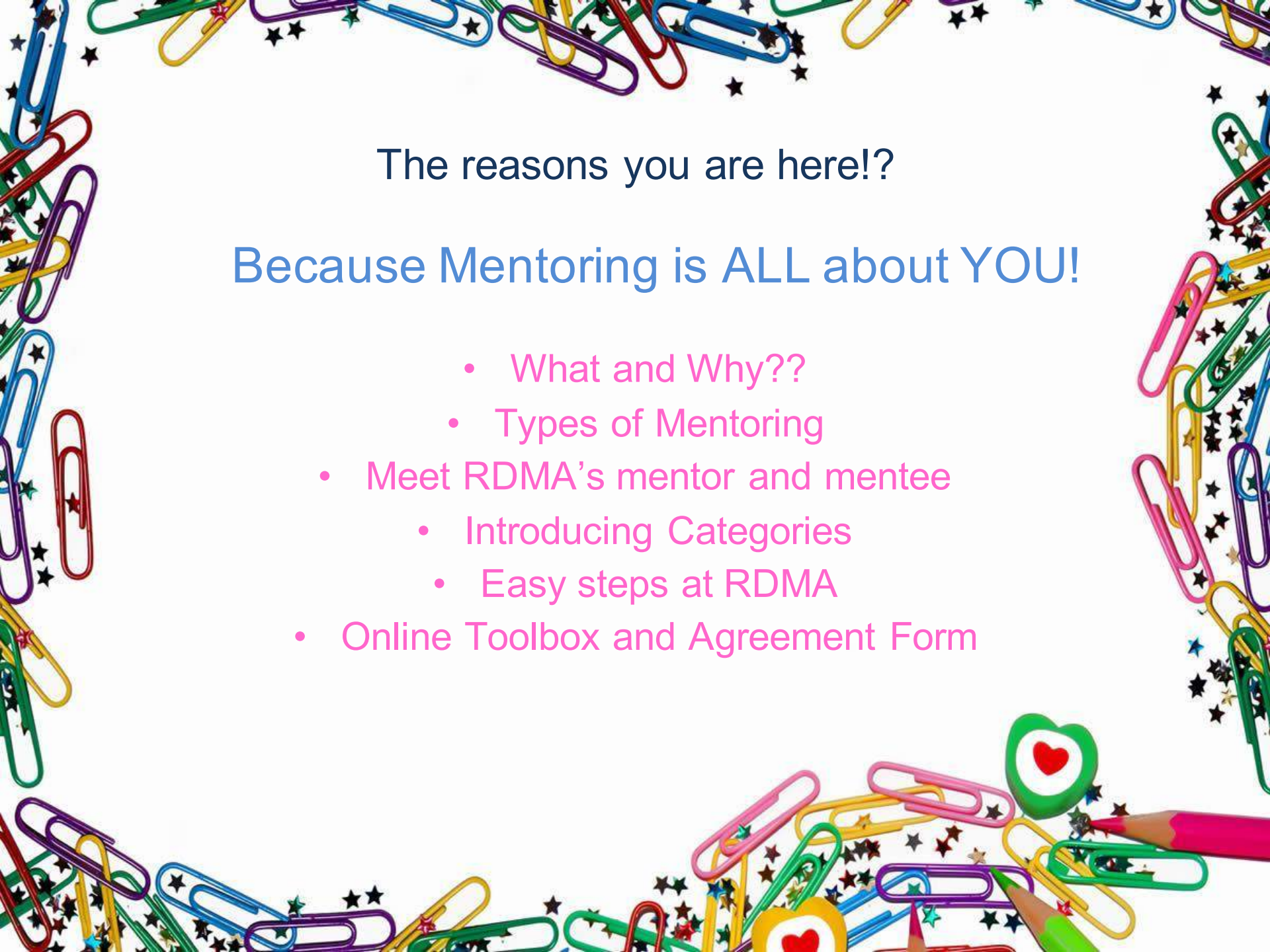


Welcome to:
Mission-Wide Mentoring Academy



A decorative border surrounds the central text, composed of various colored paper clips (blue, red, yellow, green, purple, pink) and small black stars. The clips are arranged in a somewhat circular pattern, with some overlapping. The stars are scattered throughout the border and also appear within the central text area.

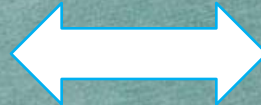
The reasons you are here!?

Because Mentoring is ALL about YOU!

- What and Why??
- Types of Mentoring
- Meet RDMA's mentor and mentee
 - Introducing Categories
 - Easy steps at RDMA
- Online Toolbox and Agreement Form

Mentor vs. Mentee

Mentor
• Guru/Advisor
• Willing to share
• Create opportunity
• Listen and give feedback
• Willing to commit



Mentee
• Seeker
• Eager to learn
• Open for criticism
• Accomplisher
• Willing to commit

Career
Development

Personal
Satisfaction

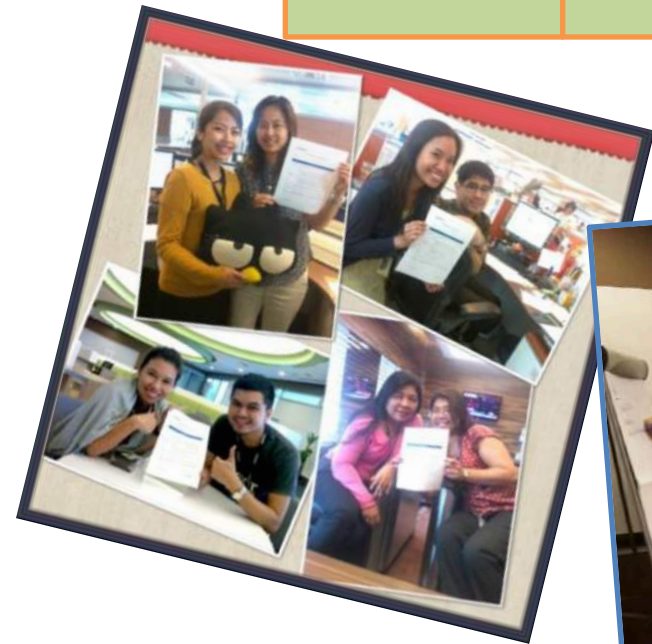
Fast Track

Networking and
Friendship

Doing more than
your day-to-day job

RDMA's Mentorship at a Glance!

First Academy launched for FSNs: 25 Feb, 2014	Mentors sign-up: 5 Mentees sign-up: 11		Situational Mentoring: 5 events offered 4 events achieved	
	Mentorship: 8 pairs in 3 months	Data Collection as of: May 30, 2014	practices shared with: ** Pakistan ** RHRO	Challenge(s) More Participation!



Stats as of November 2015

One on One Mentoring

November 2015:

**25 pairs
(50 staff participated)**

Group Mentoring

November 2015:

**10 Groups
(108 staff participated)**

Situational Mentoring

November 2015:

**10 Events
(14 staff participated)**



-- Types of mentoring --

One on One: same similarities of skill, exchanging support on specific activities, set of goals.

Situational Mentoring : a specific purpose or skill/one time event.

Flash/Speed/Group: match up for a quick sharing session that might continue or not in the future.



Recommended Mentoring Categories for RDMA

- **Technical:** IT, HR, particular programs; Gender, Vulnerable Populations etc.
- **Organizational:** working with AID/W or new to USAID/RDMA
- **Professional:** Leadership, Soft skills, Conflict management, Time Management, Customer Focused, Working under Pressure, Secretariat etc.
- **Cultural:** Thai/American Cultures, Asian Value, Food Culture
- **Others:** your own choices!!)



Special option: Your suggested Mentor!!

Steps for RDMA's Mentoring Program

1. Need Assessment(online tools for registration/categories)

2. Match Making Process (by mission's committee)

7. Graduation of Program (optional: photo essay, testimonial, highlight)

3. Mentor/Mentee meet up (set goal, timeframe/agreement)

4. Ongoing Learning Aid(online training, brownbag, resources)

5. Continuing Support (Consultations)

6. Evaluation Period (goals-driven, renew Commitment if needed)



Introducing:

- **Online Toolbox**
- **Mentoring Highlights**
- **Agreement Form**

Find this on ARTC Intranet

Get yourself
sign-up!

MENTORING PROGRAM



The idea of mentoring is to encourage a non-linear culture of learning, leading to improved performance, retention, and employee satisfaction. More experienced staff members may or may not be more senior than their mentee(s). They may have more expertise in a certain technical, organizational, or professional area, but also may be less senior in terms of years of experience. The same is true for the mentee(s); a mentee may have more years of experience than his or her mentor, but less expertise in the focus area.

MENTORING BEST PRACTICES (MENTORS & MENTEES)

A constructive mentor-mentee relationship is mutually beneficial, satisfying, and positive, and is an opportunity to develop a long-term connection while expanding your professional network. While the non-linear continuum of learning approach to mentoring allows the roles of the mentor and mentee some flexibility, there are overarching roles.

MENTORS AND MENTEES ARE BOTH EXPECTED TO ADHERE TO THE FOLLOWING BEST PRACTICES:

- **Listen:** Listen to understand, reflect on what the other is saying, pay attention, and take notes.
- **Observe:** Look for non-verbal cues, try and consider what is behind the questions or comments. Observe progress and change from meeting to meeting.
- **Question:** Reflect to engage the other in thinking about his or her perception and understanding; to cause deep thinking about an issue; probe to get behind the thinking of a person; to cause them to go deeper in their thinking or be more explicit; clarify to ensure a common understanding of what is said; elicit to get more information.
- **Provide Feedback:** Ask, don't tell. Provide concrete examples of success, and areas for improvement. Share experience, but don't preach. Ask the other what they thought worked well and what did not, and what to do about it.
- **Collaborate:** Work together to identify goals and monitor progress, allow for some role-reversal, like allowing the mentee to advise based on what they have learned.

SUBMIT YOUR REQUEST BELOW TO JOIN THE PROGRAM



ANY QUESTION ABOUT THE PROGRAM, PLEASE E-MAIL TO MS. NIPATTRA (MAY) SANGUANNUAN-WILKES AT NSANGUANNUAN@USAID.GOV

Mentoring Highlights!

GREAT WOMEN OF ASEAN EVENT



Nitaya Vatanakovi - REO

[read more >>>](#)

WASTEWATER TREATMENT PLANT SITE VISIT



Kajarin Yotdam - GDO Student Intern

[read more >>>](#)

ME&MY MENTOR HR



Tan & Une (EXO/HR)

[read more >>>](#)

SUCCESS STORY: MTV EXIT



Praewpan Intapanya (REO)

[read more >>>](#)

APP DESIGN CHALLENGE



USAID Student Intern

[read more >>>](#)

MENTORSHIP ON THAI CULTURE



GROUP MENTORING: MS EXCEL ADVANCED



WOMEN IN LOCAL GOVERNMENT



<https://pages.usaid.gov/RDMA/ARTC/mentoring-program>



Date _____

RDMA's Mentoring Program Agreement

Mentor's Name _____

Mentee's Name _____

Terms of Agreement	
<input type="checkbox"/> Confidentiality:	All information between the Mentor and the Mentee shall be confidential and only be shared with other parties if both agree.
<input type="checkbox"/> Expectations Guideline:	<p>Mentor</p> <ul style="list-style-type: none">• Share experience, best practices and lessons learned to the Mentee.• Share information on "unwritten rules for success" within environment/organization.• Serve as an advocate for the Mentee whenever the opportunity presents itself.• Identify resources to help the Mentee enhance their development and growth. <p>Mentee</p> <ul style="list-style-type: none">• Bring up new topics that are important at any point and give feedback to the Mentor.• Work with Mentor to seek resources for learning.• Share any information that might be valuable, or areas where the mentee could serve as a Mentor.• Identify people and information that might be useful.
<input type="checkbox"/> Meetings:	The frequency of meetings depends on both parties mutually agreed upon. (weekly, bi-monthly, monthly, quarterly)
<input type="checkbox"/> Communications:	Communicate regularly through suitable channel. (chat, email, face-to-face meetings)
<input type="checkbox"/> Length of Relationship:	The relationship will be evaluated regularly as to the benefit of continuing the agreement. The agreed duration of the mentoring is _____ months (this can be adjusted as appropriate).

Start Date: _____

End Date: _____

Mentor's Signature: _____

Mentee's Signature: _____

Simplified Agreement Form

All we need from you;

- Your names
- Your tentative mentoring durations
- Submit the form to one of us!
- Keep us updated if you have any problem!

 **WE ARE READY**

Any questions?

Reach out to us!
nsanguannuan@usaid.gov