



Executives and Managers:

The Information for Executives and Managers Portfolio contains resources for individuals leading people or organizations. The content under this section is geared towards individuals with senior managerial responsibility with the power to put plans, actions, and laws into effect.

- Tools for Executives in Mentoring Programs
- The Business case For Implementing a Mentoring Program
- DoD Mentoring Framework
- OPM best practices-mentoring

Supervisory Mentoring:

The Office of Personnel Management describes Supervisory Mentoring as an inherent relationship of leadership. The Individual Development Plan usually outlines expectations for supervisory coaching and feedback. Most frequently, this mentoring is informal and related to day-to-day guidance about the current job. As leaders, supervisors should also encourage outside mentoring partnerships, informal and formal, and allow their employees to time to work on them. It is recommended that an Experienced Supervisor in a mentoring role be:

- Someone from beyond the chain of command
- About two grade levels or with two to three years of experience above the individual
- Someone in your Career Field

✓ **Experienced Supervisors:**

An Experienced Supervisor is an employee occupying a supervisory position for more than two years. The Information for Supervisors Portfolio contains resources for Experienced Supervisors serving as Mentors and New Supervisors being mentored.

- Types of Mentoring-Supervisors
- Stages of Mentoring-New Supervisors
- Mentoring Process-Supervisors
- Mentoring Benefits-New Supervisors
- Building Mentoring Skills-Supervisors
- How to be a Great Mentor to New Supervisors
- Tips for building a Mentoring Relationship-New Supervisors
- Mentoring Roles and responsibilities for Supervisors
- Mentoring Discussion Topics for Supervisors
- Mentoring Agreement for Supervisors
- Mentoring Action plan for Supervisors

✓ **New Supervisors:**

A New DoD Supervisor is an employee occupying a supervisory position who has been in that position for less than two years. Probationary period begins at date of appointment and ends one year from that date. Some agencies may choose to designate supervisors gained from another federal agency or another DoD component as a new supervisor.

- How to find an Experienced Supervisor Mentor
- DCPAS Supervising A New Role Lesson
- DCPAS New Supervisors Planning and Prioritizing Tasks
- DCPAS New Supervisors Developing Self Lesson
- DCPAS Critical Thinking and Problem Solving Lessons
- Receiving Feedback Checklist for New Supervisors

Mentoring Program Coordinators:

Information for individuals managing mentoring programs.

- Mentoring Needs Assessment
- Mentoring Program Objective Setting
- Mentoring Program Checklist
- Mentoring Program Welcome Letters
- Mentor Participation Request - Email Template & Profile Form
- Mentee Participation Request - Email Template & Profile Form
- Mentor Guidelines
- Mentoring Benefits for Mentors
- Mentoring Benefits for Mentees
- How to Find a Mentor

Mentors:

A Mentor is the more experienced person in a voluntary developmental relationship that is characterized by mutual trust and respect.

- Mentoring Program Matching Tools
- Building Mentoring Skills
- Stages of Mentoring
- Mentoring Process
- Types of Mentoring
- How to be a Great Mentor
- Tips for Building a Mentoring Relationship
- Mentoring Activities
- Mentoring Program Assessment – Mentor
- Mentoring Closure and Transition
- Mentoring DTRA Program
- Mentoring Training Resources Available Through Skillssoft
- Mentor Profile Form
- Mentor Profile Request Form

Mentees:

A Mentee is the less experienced person in a voluntary developmental relationship that is characterized by mutual trust and respect.

- Mentoring Program Matching Tools to help mentees select a Mentor
- Mentee Guidelines

- Mentoring Program Assessment – Mentee
- Mentee Profile Form
- Mentee Profile Request Form
- Mentees Welcome Letter