



DEFIANCE COUNTY ECONOMIC DEVELOPMENT

MENTORSHIP PROGRAM GUIDE

Paige Johnson- Business
Development & Operations Manager

WHY ARE WE
STARTING A
MENTORING
PROGRAM?

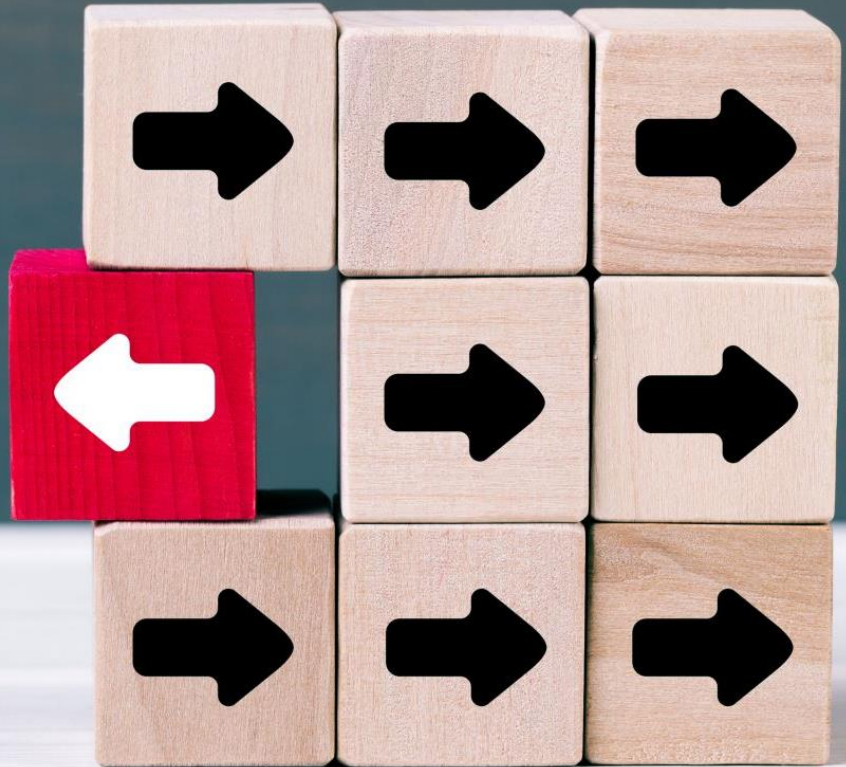
- Purpose:
 - Retain top-performing employees
 - Improve leadership skills
 - Create an inclusive and diverse culture
 - Improve managerial competency
 - Boost new employee competency
 - Upskill and transfer key institutional knowledge

KEY PERFORMANCE INDICATORS (KPI)

- Look through the following 6 slides of KPI's which “goal” or performance metric to help you determine what skill you want to improve or learn more about from your mentor.
- PLEASE NOTE: If there is a goal that is not listed, but is associated with the KPI, feel free to add it to your registration form. We are happy to create customized goals between you and your mentor
- Also, if there is a KPI you are interested in that is not one of the 6 listed, please reach out and we will discuss options on adding more KPIs to our list.

KPI CONT...

- Retain top-performing employees
 - Improve retention rates
 - Improve employee engagement
 - Improve employee satisfaction





KPI'S CONTINUED

- Improve Leadership Skills
 - Develop or increase knowledge in decision making tools
 - Improve employee effectiveness
 - Increase leadership emphasis on cultural alignment
 - Increase communication with employees



KPI'S CONT...

- Create an Inclusive and Diverse Culture
 - Create advancement rates
 - Improve retention rates
 - Improve employee perception of company

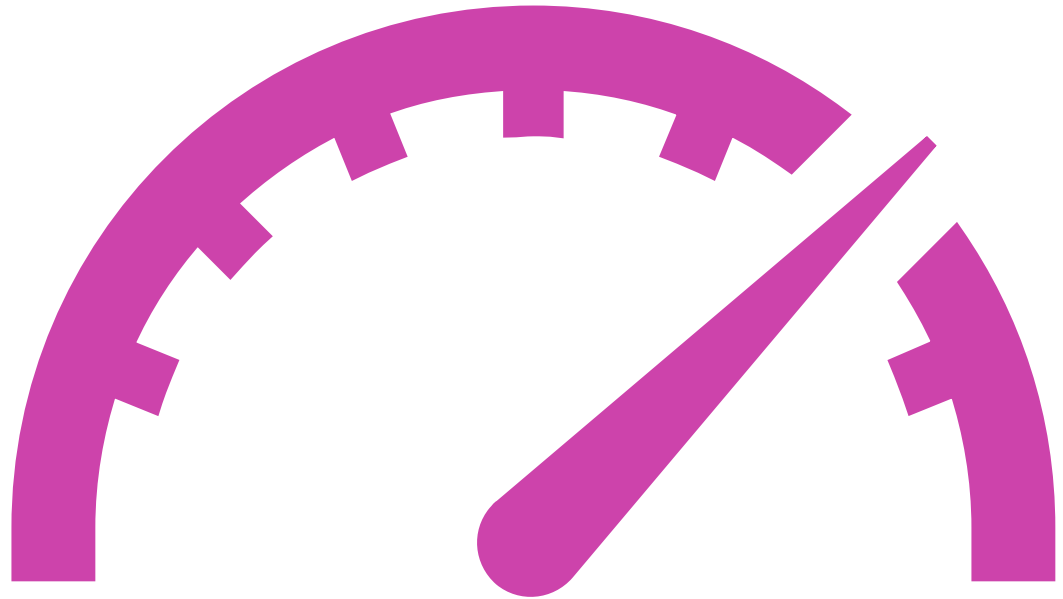


KPI'S CONT...

- Improve managerial competency
 - Membership in professional associations: Numbers and/or exact list of associations
 - Amount of training obtained.
 - Community standing (e.g., honorary roles/ invited as a chief guest etc).
 - HR impact (e.g, hires, fires, HD development, workshops etc)

KPI'S CONT..

- Boost new employee competency
 - Work efficiency
 - Absentee rate
 - Management by objective
 - Communication





KPI'S CONT...

- Upskill and transfer key institutional knowledge
 - Employability
 - Innovation and content creation
 - Operating margins (ROI)
 - Hiring & Firing
 - Data gathering and reports
 - Customer service/building relationships
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HOW TO MEASURE KPI SUCCESS RATE

- Set a specific goal
 - Set a measurable time frame
 - Examples:
 - Retain 80 percent of all general laborers for 3 years
 - Increase employee satisfaction by 60 percent over the next year
 - Increase employment by 10 percent over the next year
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MENTOR RESPONSIBILITIES

- Reach out to mentee weekly to discuss any issues/questions they might have
 - Assign “homework” assignments for mentee to complete. These assignments can be watching movies/videos, reading books, completing case studies, or any other assignment that will help them reach their overall KPI goal.
 - Plan an in-person meeting time with mentee at least 1 time each month.
 - Actively grade/assess the assignments that the mentee completes by giving constructive feedback.
 - Help mentee by connecting with individuals and resources in the community that will help them continuously increase their knowledge or reaches other goals.
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MENTORSHIP PROGRAM REQUIREMENTS



Must meet with mentor
IN-PERSON at least
once monthly.



Must complete
“homework” assignment
given by mentor



Must actively participate
in meetings or chats with
mentor that occur weekly



Must commit to program
for a 1-year period

ENROLLMENT

To enroll in the Defiance County ED Mentorship program, please complete the following form

If you have any questions on completing this form or the mentorship program, please email Paige Johnson at Paige@DefianceCountyED.com or call (419)-784-4471

MATCHING WITH YOUR MENTOR

1

Tell us what industry you are apart of and what your KPI goal is

2

Tell us if you have a specific gender preference

3

Tell us when you would be available to meet with your mentor (day of week, time of day, frequency)

PARTICIPATION

- Once you have been matched with your mentor, expect to receive an email from them with information as to how to register for your online profile where you will be able to actively chat with your mentor, schedule meeting times, and complete weekly homework assignments.
 - If you need help accessing your online profile, please email Paige@DefianceCountyED.com
 - Also, If you need assistance with internet access please reach out to our office as well!
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MEASURING SUCCESS



At the end of the 1-year mentorship program, you will be assessed on your participation and work completed. This assessment will be done by your mentor.



You will also receive a certificate of completion if you successfully completed all requirements



You will receive a survey to complete to assess your mentor as well as the program itself. Please give us your honest feedback so we can continue to increase our program.



Lastly, you will receive information on how to continue to increase your leadership skills through other resources.