



### **ASU CSW Staff Mentoring & Development Program Program Information**

The ASU Commission on the Status of Women Staff Mentoring & Development Program pairs experienced and excelling staff members with staff who are interested in developing their career and leadership skills. The program is structured to provide support, networking opportunities, and professional development training to help staff members develop their careers and to become effective contributors to the New American University. This CSW Staff Mentoring & Development Program is run by the Office for the ASU Commission on the Status of Women.

The ASU CSW Office will soon be accepting applications for the Summer 2017 Cohort of the CSW Staff Mentoring Program. The Summer 2017 will run from June 2017-December 2017. Listed below are some brief details about the program. Complete program information and application materials will be available starting February 13<sup>th</sup>. This is a great opportunity! Consider Applying!

**Special program information sessions will be held at all ASU campuses during February and March. In these sessions, Karen Engler-Weber, Program Director for the Commission will discuss the program structure and the application process, and will answer any questions you might have about the program. See attached informational workshop schedule for dates and registration information.**

Please direct any questions about the CSW Staff Mentoring Program to Karen Engler-Weber, Program Director for the Office of the Provost at [Karen.Engler@asu.edu](mailto:Karen.Engler@asu.edu)

#### Goals of CSW Staff Mentoring Program for Mentees:

- Provide an opportunity for mentees to learn from an experienced and excelling staff member at ASU through one-on-one informal mentoring sessions, where a mentor can share information on their own career development.
- Provide an opportunity for a staff member to form new, collegial relationships.
- Provide networking opportunities for mentees to meet other staff members and leaders at the university.
- Provide a structured development program that provides workshops in which a mentee can learn more about the concept of the New American University and the organizational structure of the University.
- Learn how to navigate organizational culture and practices at ASU.
- Provide opportunities to attend a series of career development and leadership development workshops. Workshop topics would include identifying skills and leadership development for non-managers, among others.
- Develop a stronger understanding of University resources and programs available for staff.

#### Goals of CSW Staff Mentoring Program for Mentors:

- Provides an opportunity for mentors to help identify, support, inspire and develop staff members at the University.
- Assist staff mentees in learning more about professional competencies in higher education, organizational structure at ASU, and resources for career development.
- Provide an opportunity for a mentor to develop new, collegial relationships.
- Provide an opportunity to develop mentoring skills.

#### **Ideal Candidates for the CSW Staff Mentoring & Development Program**

Due to limited space, participation in the CSW Staff Mentoring and Development Program is selective. Interested individuals are required to apply and pending application review, an individual may be accepted into the program. The program is open to both men and women. Ideal candidates for the program display the characteristics noted below:

#### Qualities sought in Mentors:

- Excellent Performance
- Professionalism
- Positive Attitude
- Willingness to share career experience and skills
- Openness to new ideas and fresh perspectives

#### Qualities sought in Mentees:

- Excellent Performance
- Professionalism
- Positive Attitude
- Desire to learn more about the University
- Desire to grow professionally
- Openness to new ideas and fresh perspectives

Note: Mentees must have at least 2 years of professional/work experience at ASU.

#### Program Design

The CSW Staff Mentoring & Development Program consists of both one-on-one mentoring and development opportunities. Mentors and mentees are expected to meet once a month during the six-month program. Additionally mentees are expected to attend professional development workshop and events throughout the program, usually one per month. Upon completion of all of the program requirements, mentors and mentees will earn a certification of completion.

#### Program Details:

- Mentors and mentees are strategically matched by the CSW Office, in a detailed matching process based on professional experience, strengths, areas of interest, and program expectations. Important to note, mentees will not be matched with a mentor who is from the same unit as the mentee, or is in any type of supervisory or evaluative position over the mentee.
- The program is open to both men and women participants.
- Mentors and mentees are required to attend a one hour orientation session scheduled to take place the first month of the program. Following the orientation session, mentees will schedule the first mentoring meeting with their assigned mentor. For the first meeting, mentees and mentors will be encouraged to meet for one hour. Following the first mentoring meeting, mentors and mentees will schedule a mentoring meeting for the remaining five months of the program. Remaining mentoring meetings should be scheduled for a half-hour.
- During the program, the CSW will provide six to ten development and networking programs. All programs will take place at the Tempe Campus. Mentees are required to attend at least four programs. Mentors are not required to attend the development programs, but may do so if they wish.
- A special mentoring program website/blackboard site will be available to participants which will have a variety of resources, including mentoring guides and questions.
- All mentors and mentees are required to sign a contract regarding responsibilities for the program. Upon successful completion of program requirements, mentees and mentors will earn a notice of completion.
- Mentees in the program should expect to spend 1 ½ to 2 hours per month, for a total estimated time commitment of 11 hours for the program. Mentors in the program should expect to spend about ½ hour to 1 hour per month for a total estimated time commitment of 5.5 hours over the six month period.
- Participation in the CSW program does not in any way guarantee advancement, promotion, or salary increases. The program is meant to inspire and support a rewarding and evolving career at ASU. The program is designed to help provide excellent staff members with support and resources to help grow their career.

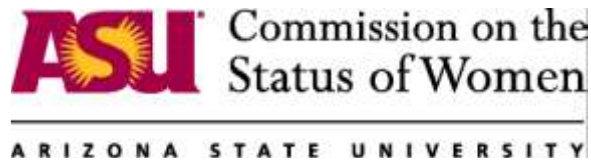
#### Feedback from Program Participants

Here is what some of our past mentoring participants had to say about the program:

*"The mentor/mentee program was insightful and helped provide guidance around expanding your career at Arizona State University. My mentor was informative and supportive in giving advice and counsel on careers in higher education, particularly at ASU. I would highly recommend this program to employees looking build their career path at ASU."*

*"The CSW Mentoring program is a fantastic opportunity to make new connections. It was helpful to get professional feedback and talk through ideas with other leaders. The program also provided guided structure for self-reflection, which has helped me grow as a professional. I highly recommend the program."*

*"I highly recommend the CSW Staff Mentoring & Development Program to any staff member seeking to grow and develop. The structure of the program provides opportunities to network with other staff in professional development workshops and receive individual mentoring through one-to-one meetings with your mentor. I gained knowledge and skills that will help as I progress in my career. I am grateful we have opportunities like this as ASU staff members."*



**ASU CSW Staff Mentoring & Development Program  
Program Information Sessions  
Spring 2017**

- **Polytechnic Campus:**  
Wed, Feb 15<sup>th</sup>: 8:30AM-9:30AM  
Cooley Ballroom B  
Eventbrite Link: <https://asucswmentoringpolyfeb15.eventbrite.com>
- **Tempe Campus:**  
Friday, Feb 17<sup>th</sup>: 8:30AM-9:30AM  
Fulton 2490  
Eventbrite Link: <https://asucswmentoringtempefeb17.eventbrite.com>
- **West Campus:**  
Thursday, Feb 23<sup>rd</sup>: 8:30AM-9:30AM  
UCB 241  
Eventbrite Link: <https://asucswmentoringwestfeb23.eventbrite.com>
- **Downtown Campus:**  
Friday, February 24<sup>th</sup>: 8:30AM-9:30AM  
Health North 101/103  
Eventbrite Link: <https://asucswmentoringdpcfeb24.eventbrite.com>
- **Tempe Campus:**  
Mon, Feb 27<sup>th</sup>: 8:30AM-9:30AM  
Fulton 2490  
Eventbrite Link: <https://asucswmentoringtempefeb27.eventbrite.com>
- **Tempe Campus:**  
Wed, March 15<sup>th</sup>: 8:30AM-9:30AM  
MU Gold 207  
Eventbrite Link: <https://asucswmentoringinfotempemarch15.eventbrite.com>