

SCAGPO MENTORING GUIDE



CALL FOR VOLUNTEERS

The SC Association of Governmental Purchasing Official's Membership Committee is currently seeking members to volunteer Mentees and Mentors for the upcoming term (2015).

The mentee/mentor pairs will meet regularly by telephone, e-mail, or other virtual media as needed. The pairs will work together to meet the goals and objectives of this SCAGPO program to include grooming future leaders within our purchasing organization as well as to assist mentees with their professional development goals.



Each participant will receive a certificate of completion as well as one (1) NIGP certification points after successfully completing the program. This experience can be both rewarding and gratifying for both the mentee and mentors so please sign-up today!

Volunteers should reasonably expect to commit a minimum of 1 hour monthly.

Please Note: Monthly meeting times/locations are determined by each mentoring pair.

Member interested in participating may complete the online form on SCAGPO's website:

- Mentor: http://scagpo.org/form.php?form_id=16&c=1
- Mentee: http://scagpo.org/form.php?form_id=17&c=1

Direct any inquiries to:

LaWana Robinson-Lee, CPPO, CPPB

mentor@scagpo.org



SC Association of Governmental Purchasing Officials 2015 Mentoring Program

The SCAGPO Mentoring Program is designed to encourage seasoned SCAGPO members to serve as Mentors for new members and to provide assistance, leadership and guidance to their Mentees.



PURPOSE

The purpose of the program is to identify persons within the membership that would be groomed to serve in positions of responsibility with the focus on becoming a future leader in SCAGPO or upward mobility in the purchasing profession in

South Carolina.

MENTOR

Mentor Responsibilities:

- Assist in the identification of potential candidates for the program
- Be willing to share the knowledge and experiences they have gained during their career both personally and professionally
- Value the development of others
- Be willing to commit the time and energy needed to establish and maintain a productive mentoring relationship
- Actively observe, coach, and guide the Mentee
- Exhibit skills in active listening, coaching, and the ability to establish rapport with others



Mentor Roles and Behaviors Include:

- Empowering the Mentee. The mentoring relationship should be driven by the needs of the Mentee and should emphasize increasing the Mentee understanding of Procurement related issues and processes and thereby expanding his/her ability to lead committees and/or SCAGPO
- Active listening. Mentors act as sounding boards, helping Mentees explore where a course of action might lead them and help define the gap between his/her current skills and what is needed
- Providing Feedback

Mentor Roles and Behaviors (Continued)

- Mentors listen for both facts and feelings and provide feedback on the whole message.
- Mentors provide clear, non-judgmental description of what they observe the Mentee doing or intending to do. They describe the consequences they anticipate or observe and express how they feel, while refraining from telling the Mentee what to do
- Providing information, personal insight, options and ideas.
- Context shifting. Mentors help Mentees see themselves in a broader, more self-actualizing light.
- Helping Mentee to explore options.
- Mentors assist Mentees by sharing personal growth experiences, listening, coaching, challenging ideas or behaviors, discussing attitudes, encouraging professional behavior, sharing, teaching by example, offering wise counsel, triggering self-awareness, building self-confidence, and providing information.



“The quintessential mentor is one who shares wisdom and knowledge with the mentee to help improve the mentee.”

*— Steven B. Greenberg, MD
2003 FAER Resident Scholar*

MENTEE

Mentee Roles & Responsibilities:

- Promote professionalism in public purchasing
- Have basic knowledge of and experience of public procurement laws, policies and procedures
- Be able to work independently, collectively and act as a team leader
- Exhibit a commitment to self-development
- Be willing to commit the time and energy required to establish and maintain the partnership



Mentor/Mentee partnership

- Become familiar with SCAGPO Bylaws
- Promote SCAGPO purpose and benefits
- Become a liaison for the at-large membership
- Be receptive to information and feedback
- Ask questions
- Be an active listener
- Follow through on commitments and seeking help when necessary
- Learn and practice self-empowering behaviors

PROCESS

- Individuals submit application form to the Mentoring Committee
- Mentoring Coordinator will assist in the forming of partnerships based on information provided in the application
- Mentor shall initiate contact and arrange initial meeting or telephone call
- After initial meeting, and within 30 days, both parties shall be responsible for contacting the Mentoring program organizer to discuss the appropriateness of the match
- Mentor and Mentee take equal responsibility in maintaining the Mentoring Partnership based on the needs of the Mentee
- Participants keep active records of all contacts occurring between the Mentor and Mentee. These records will be used to award recertification points to participants
- At the end of the Mentoring Program, participants will be asked to provide the mentoring committee with feedback including the lessons learned and best practices they encountered to assist future partnerships

EXAMPLES OF SCAGPO APPROVED MENTOR/MENTEE ACTIVITIES

Skill Building

- Skill Assessment
- SCAGPO/Procurement Experience
- Goal setting activities
- Develop a career plan
- Interviewing Practice
- Special Projects
- Speaking Engagements

Networking

- SCAGPO/Procurement Meetings
- Introductions to Co-Workers
- Other Professional Organization meetings
- Conferences
- Luncheons
- Legislative Functions

Community Service

- Community and Civic Events
- Volunteer Activities Selected by Mentee/Mentor

MENTOR:

Someone whose hindsight can become your foresight.

-Anonymous

Do's and Don'ts

Do's

- Develop total candor and trust
- Remain open minded and willing to listen
- Look for common work and non-work interests
- Clearly define each of your goals and expectations
- Understand that you can learn from each other
- Meet occasionally with other mentees or mentors and share your experiences
- Use electronic means of communicating occasionally
- Spend at least one hour per month with your mentee/mentor
- Take time to enjoy the program and have some fun

Don'ts

- Mentor: Don't expect to always have the answer
- Mentee: Don't expect your mentor to always have the answer
- Think that you will always agree
- Be afraid to discuss issues/problems/concerns
- Forget to discuss future SCAGPO participation
- Forget to attend one SCAGPO board meeting within 6 months
- Despair if the relationship takes some time to develop
- Miss scheduled appointments with your mentee/mentor
(If you must cancel, please do so as soon as possible and reschedule)

SC Association of Governmental Purchasing Officials
Mentoring Program

MENTORING JOURNAL

*Please make multiple copies and fill out immediately following each meeting with your mentoring partner and retain a copy for the SCAGPO Mentoring Committee to review as part of the SCAGPO mentoring program's final evaluation.

Date _____ Length of Meeting _____

Type of Activity _____

Outcomes/Notes _____

Future Expectations: _____

Initial _____

