



Mentoring Plan - Proposal and Feedback

Technical Assistance Committee
Mentoring Plan Working Group
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Session Goals

- To discuss Mentoring as a new objective for TNI
- To discuss options in the mentoring plan
- To propose a plan for conducting mentoring in the TNI community
- To obtain feedback from attendees





Working Group Formation

- TACs role is to provide “How do I”
- The TNI Board asked us to develop a Mentoring Plan
- Working Group created to define and develop draft Mentoring Plan
- Working Group researched, brainstormed and developed draft presented today



Mentoring History

- Homer’s Odyssey
 - Noting that Mentor only “mentored” well when he was inspired
- Fenelon’s “Les Aventures de Telemaque”
 - A tutor to Louis XIV’s grandson who made Mentor what we know it to be now - a wise advisor.
- Modern Mentoring
 - Many industries
 - Often falling short of goals (forced, not helpful, too much paperwork)





Why Consider Mentoring

- Encourage healthy relationships and climate
- Culture and Knowledge Sharing (guidance)
 - NELAP
 - TNI
- Reduce Barriers to Success (getting accredited)
- Mentoring is not the same as obtaining the services of a contractor
- Small Labs – means to obtain one on one assistance



Who Could Benefit from Mentoring

- New Labs
- New Accreditation Bodies





Mentoring Plan - Development

- Researched many other Mentoring Plans
 - American Society of Crime Laboratory Directors
 - Medical and Education (UCSF AIDS Research, Rochester Pediatrics, Plymouth Teachers)
 - Legal profession
 - Government (Army Corps, Texas Railroad Commission, Disadvantaged Youth Programs)
 - Other (Consultants and General web based)
- Brainstorm and select options
- Develop Draft documents for review by TAC and TNI community



The Draft Mentoring Plan Components

- The TNI Mentoring Plan with attachments
 - Mentor/Mentee applications
 - Mentoring Agreement template
 - Mentoring Evaluation Forms
 - Template letters of acceptance and rejection
 - Template closure/termination letter
- Mentor/Mentee training syllabus
- Planning Guidance Document





Big Issues - Discussion

- One Mentoring Plan or Two (Labs and ABs)?
- How to roll out mentoring plan(s)?
- Who will coordinate the matches and record keeping?
- How will the Board encourage participation?
- How to protect against bad advice being given?
- How to match Mentors and Mentees? Allow voluntary matches?
- How to evaluate relationships and measure success of the Program?



Big Issues, continued

- Who should be allowed to be a Mentor?
- How to handle confidentiality, competition, and collusion?
- Do we need to support mentoring financially?
- Should we allow multiple mentors for each Mentee





Draft Plan Specifics – Roles

- Mentor – Advisor, develop Agreement, report progress
- Mentee – Identify objectives, create and execute Agreement, report progress
- Mentor and Mentee – Apply, maintain confidentiality, maintain professionalism, notify if intend to withdraw
- TAC – Review current agreements, perform Program QA including modification of Program, outreach, establish training requirements, communicate with Board
- Mentoring Coordinator – QA of web, review applications and propose matches, formal communications, facilitate, report performance
- TNI Board – Provide authority and support through promotion, providing for training, providing incentives and recognition



Draft Plan Specifics – Participation

- VOLUNTARY
- No-fault termination
- Must apply
- Participation does not guarantee success





Draft Plan Specifics – Eligibility

- Decided by Mentoring Coordinator
- Mentor
 - Previous NELAP/TNI experience
 - Appropriate work experience
 - Willingness
 - Stays current
- Mentee – TNI member
- Pool of Mentors/Mentees on web



Draft Plan Specifics – Selection Process

- Voluntary matches may be brought into the process
- Mentees may review pool on web and request
- Mentoring Coordinator suggests all others, preferring similar accreditation body experiences, similar lab scope/size, and proximity





Draft Plan Specifics – Training

- Everyone involved must attend an initial training
- Training to discuss skills, attitudes, and process
- Training to discuss creation of the Mentoring Agreement



Draft Plan Specifics – Mentoring Agreements

- The primary document laying out objectives, expectations, and ground rules
- Template developed with Draft Mentoring Plan





Draft Plan Specifics – Monitoring Progress

- Both Mentee and Mentor submit evaluations
- First evaluation shortly after completion of the Mentoring Agreement
- Last evaluation after the termination letter is received
- Interim evaluations if desired by both parties (for long duration Agreements specifically)
- Mentoring Coordinator receives and reviews all – acts to facilitate if needed



Draft Plan Specifics – Non-compliance

- Either party can voluntarily terminate the Agreement prematurely





Draft Plan Specifics – Barriers

- Confidentiality
- Anti-Price collusion
- Conflicts of Interest avoided
- Professional conduct



Draft Plan Specifics – Timelines

- Applications
- Mentoring Agreement
- Initial evaluation
- Termination
- Final evaluation
- All with one month timetables as a guide





Draft Plan Specifics – Monitoring the Program

- Mentoring Coordinator to collect metrics
- Meeting attendance
- Number of ABs represented by an eligible Mentor
- Attendance at training sessions
- Number of Agreements in place to conclusion
- TAC to review metrics for possible plan alterations



Draft Plan Specifics – Attachments

- Applications
- Mentoring Agreement Template
- Sample Letters: Mentor acceptance and rejection, Mentee acceptance, and termination of the Mentoring Agreement





Next Steps Forward

- Modify program from comments (note that the Draft Mentoring Plan will be made available on the web for review)
- Obtain Board approval
- Roll out with a test lab first – Request for test Mentor and test Mentee – contact TAC
- Retool program as needed from lessons learned
- Focus on ABs next
- Focus on all other labs

