



February 2008

As we embark on a new year, it is critically important to continue implementing the mission of the Missouri Valley Division of the International Association of Fire Chiefs through professional development opportunities that make up the foundation of our organization. During the 2006 annual conference in Omaha, the importance of including a mentoring program was discussed. As a result, the Missouri Valley Division Mentoring Committee developed a template of mentoring tools to provide a mutually beneficial relationship for a mentee to receive effective counsel and guidance of the mentor within the fire service.

We are facing a generational changing of the guard as more people are transitioning toward the retirement age and we must prepare our successors to assume leadership roles. We have witnessed remarkable organizational transformations driven by new technologies and protocols which result in the flow of fire service personnel into and out of our workplaces. This has affected the loss of institutional leadership that is so important to our long-term organizational structure. In an environment where knowledge is the common denominator of success, we cannot afford to lose what we have spent so much time, resources and money learning. Mentoring is one of the best ways to invest in the future of our fire service organizations.

We should remember that mentoring comes in a variety of styles and approaches. Some organizations have structured programs that pair mentors and mentees and set out an agenda for them. Other mentoring programs have less formal approaches, which seek to facilitate and support mentoring relationships but not define them. It is our goal to identify a middle-of-the road approach with the Missouri Valley Division Mentoring program that provides helpful mentoring tools and the flexibility to define the benefits of mentoring for the vast members of our membership.

This is what we strive to accomplish through this program. Thank you for utilizing these tools as part of the mentoring program. We hope it will prove to be a valuable asset to both the mentors and mentees of the Missouri Valley Division.

Sincerely,

Gary E. Curmode



The Missouri Valley Division Mentoring Program

The Missouri Valley Division Mentoring Program was initially discussed at the 2006 annual conference in Omaha, NE. The Mentor Program is being developed as a key part of the MVD's *mission* which is dedicated to supporting the professional development of its members through educational, leadership and networking opportunities while serving as liaison between state chief's organizations and the International Association of Fire Chiefs.

The mentoring program is a voluntary program and includes as its core purpose, the professional development of the mentee through the counsel and guidance of the mentor.

It is desired that the mentors and mentees will be widely represented from all levels and divisions of fire organizations. It should be noted that the MVD Mentoring Program should not be viewed as a means for promotional testing assistance. Rather, the MVD Mentor Program is a structured process, designed to create effective mentoring partnerships that result in the attainment of pre-determined developmental goals. Additionally, the MVD's Mentoring Program clearly reflects the strategic plan of Leading the Division – recognizing that the mission of this organization includes the professional development of new and existing members, and the critical importance of providing these beneficial services to our diverse membership.

Fundamentally, successful mentoring partnerships will flourish and cultivate creative and dynamic workplace environments for fire service personnel within the Missouri Valley Division.

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Missouri Valley Division Mentoring Program

Employee/Mentee Application (1 of 2 pages)

Employee

Name:

Department:

Phone Number:

Email:

Supervisor

Name:

Department:

Phone Number:

Email:

Please answer the following questions as completely as possible; use a separate sheet if necessary.

1. Why do you wish to be considered for the Missouri Valley Division Mentoring Program?

2. What do you hope to obtain from the mentoring relationship?

3. What characteristics are you looking for in a Mentor?

4. Additional comments.

Attach two letters of recommendation and a current resume.

Missouri Valley Division Mentoring Program

Employee/Mentee Application, continued (2 of 2 pages)

Please comment on your strengths and weaknesses in the following areas. Specific examples will be helpful and appreciated. Use a separate sheet if necessary.

Flexibility, adaptability, openness to change

People-orientation, desire to help others develop

Team-oriented, collaborative

Able to constructively manage conflict

Interested in strategic thinking, planning and action

Signature: _____ Date: _____

Submit to Mentoring Committee

Missouri Valley Division Mentoring Program
Supervisor Notification (1 of 3 pages)

Employee:
Department: Current Position:
Length of employment:
Supervisor's name:
Response due by (date):

TO BE COMPLETED BY SUPERVISOR

Employee Qualifications:

The employee must:

- Elect to participate in the program; participation cannot be a requirement.
- Demonstrate excellence in current and past positions.
- Not be undergoing disciplinary procedures.

Does the employee meet all of the qualifications of the program (see above)?

Yes No

If no, please comment:

Do you have any objections or concerns to this employee being involved in the Mentoring Program?

Yes No

If yes, please comment:

Additional comments:

Missouri Valley Division Mentoring Program

Supervisor Notification, continued (2 of 3 pages)

Please rate the applicant's strength in the following categories. Additional comments will be helpful and appreciated. Scale: one (1) is poor, five (5) is excellent.

Flexibility, adaptability, openness to change

1 2 3 4 5

Additional comments:

People-orientation, desire to help others develop

1 2 3 4 5

Additional comments:

Team-oriented, collaborative

1 2 3 4 5

Additional comments:

Able to constructively manage conflict

1 2 3 4 5

Additional comments:

Missouri Valley Division Mentoring Program

Supervisor Notification, continued (3 of 3 pages)

Interested in strategic thinking, planning and action

1 2 3 4 5

Additional comments:

Demonstrates the Missouri Valley Division mission: The Missouri Valley Division of the International Association of Fire Chiefs is dedicated to supporting the professional development of it's members through educational, leadership and networking opportunities while serving as liaison between state chief's organizations and the International Association of Fire Chiefs.

1 2 3 4 5

Additional comments:

Signature: _____ Date: _____

Missouri Valley Division Mentoring Program
Semi-Annual Report

Person Completing Report:		Date:	
Time Frame Covered:			

Employee:	
Mentor:	

Please comment candidly on your relationship with your mentor or employee:

Please comment candidly on the mentoring process:

Please complete the following chart:

During This Reporting Period		Cumulative During Program	
# Objectives Successfully Completed		# Objectives Successfully Completed	
# Objectives Not Completed		# Objectives Not Completed	
# Objectives Due		# Objectives Due	
# Objectives Eliminated		# Objectives Eliminated	
# Objectives Added		# Objectives Added	
Total # of Objectives End of Period		Total # of Objectives End of Program	