## **Mentoring Resources**

#### AF& ANG RESOURCES::

- My Enlisted Development Plan- Af Portal
- <u>AFI 36-2618 -- Enlisted Force Structure</u> - SNCO Responsibilities
- <u>Air Force Doctrine 1 -- Basic AF</u> <u>Doctrine</u> Articulate Core Competencies - *Developing Airmen*, *Technology to War fighting, and Integrating Operations*
- <u>Air Force Doctrine 1-1 Leadership</u> and Force Development - AF Institutional Competencies --Personal Leadership, Leading People/Teams, Leading the Institution
- <u>Air Force Doctrine 2 Operations and</u> <u>Organizations</u>
- AFPAM 36-2241-- Professional
  Development Guide
- <u>https://www.afmentor.com/</u>

#### OTHER RESOURCES:

http://www.3creek.com/

Click on to "Resources" Tab for free mentoring newsletter and other tools including: guide, articles, & podcast.

- <u>https://www.opm.gov/hrd/lead/trngi</u> nfo/trnginfo.asp
- <u>http://www.mentors.ca/</u>

### QUESTIONS OR MORE INFORMATION?

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#### or

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# **MENTORING 101**

### TRANSFORMING THE AIRMEN OF THE 162ND FIGHTER WING INTO TOMORROW'S LEADERS!



#### SMSgt Jacinta Figueroa 162<sup>nd</sup> FW Human Resource Advisor

# **MENTORING 101**

While there is no definitive approach to mentoring, your Human Resource Advisors are available to assist and have some helpful hints.

#### LET'S GET STARTED:

- Read: "Mentors and Protégés: Simple Rules for Success"\* an excellent article by Col. Mark A. Melanson, M.S.
- If you haven't already register on MyEDP, *PLEASE, DO SO!* MyEDP\* provides Mentors with specific information about their protégé, along with resource links. More importantly, it provides useful mentoring tools and a means of documenting goals and progress, like "My Journal".
- Protégé should complete an Individual Action Plan\* setting out goals and priorities. Start with 1 or 2 goals. Never set more than 3 goals. For example: 1) preparing for promotion board; 2) exploring career opportunities; and 3) developing communication skills.
- Mentoring relationships are meant to foster leadership and force development. Read Air Force Doctrine Document 1-1\* and focus on 3 tiers of the 16 Air Force Core Competencies.

\* Available on: Y Drive CommonUse/MissionDrivenMentoring/Mentoring 101

#### NUTS AND BOLTS OF MENTORING 101

#### MENTOR RELATIONSHIP

Number 1: A deliberate, conscious, voluntary relationship.

Number 2: No specific time limit. Depends on the goals and priorities set by the parties.

Number 3: Protégé can have more than 1 mentor.

Number 4: Focus is on leadership and professional development of the Airman, not technical skills.

Number 5: Mentoring relationship is a professional relationship structure by the parties to accomplish set goals.

#### MENTOR

Number 1: Establish a partnership that helps your protégé learn.

Number 2: Foster discovery. Thought-provoking questions are more powerful than smart answers. Number 3: Always be positive and enthusiastic. Number 4: Give your protégé open and sincere feedback that helps him/her improve.

Number 5: If our mentoring relationship isn't working, discuss your concerns.

#### <u>PROTÉGÉ</u>

Number 1: Be open to new ideas and consider carefully the advice and guidance from your mentor. Number 2: Objectively evaluate motivation and set realistic goals.

Number 3: Make a firm commitment to benefit from the relationship.

Number 4: Take action for self-improvement. Number 5: Learn from the experiences and professional attributes of the mentor.

## MENTORING 101 Check List

Tas	sk:	Where
	Register and review MyEDP	AF Portal
	Review Mentoring Materials:	Y Drive
	Complete Individual Action Plan	Y Drive
	Meet/Schedule next meeting	Your Call
	Mentor-Protégé Contract	Y Drive
	Exchange Contact Information	

#### Contact Information

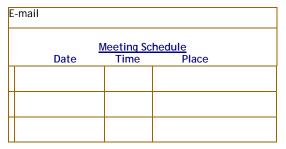
MENTOR

Phone No.(s):

Email:

PROTÉGÉ

Phone No(s):



NOTES: