



MENTOR REFERENCE GUIDE

Program Overview

The NACM Mentor Program is designed to better connect new and longstanding members to NACM, its resources, membership benefits, and opportunities to enhance participants' professional and personal development. The Program is designed to facilitate communication of the values, vision, and mission of NACM through a one-to-one relationship while supporting professional development and enhancing leadership competencies.

The goals of the NACM Mentor Program:

- Create opportunity for professional and personal development;
- Connect members to NACM, its leadership, benefits, and service opportunities;
- Enhance recruitment; and
- Facilitate member retention.

The Program offers many benefits to the Mentor, Mentee, and NACM organization including:

For the Mentee:

1. Guidance from a seasoned court professional
2. More knowledge about NACM and resources available to members
3. Objective feedback on skills
 - a. Increased career satisfaction
 - b. Enhanced reputation and professionalism
 - c. Increased career networking opportunities

For the Mentor:

1. Shaping the future of court management professionals by sharing personal knowledge and experience
2. Continued development of leadership skills
3. Building a personal legacy and network of court professionals

For the Organization:

1. Shares NACM educational resources
2. Builds future NACM leaders
3. Communicates and teaches the values, vision, and mission of the organization



About Mentoring

The NACM Mentoring Program is designed to connect individuals who have a lot of knowledge and experiences with court professionals who desire a higher level of expertise or support in the court profession. The relationship between the mentor and the mentee is mutually beneficial.

The structured portion of the NACM Mentoring Program is intended to last **one year**, but it is hoped that the informal relationship will last a lifetime.

The success of the NACM Mentor Program depends in part upon the leadership and dedication of ethical and professional mentors who provide guidance, listen to concerns, and set an example of how to serve. Before agreeing to serve as a mentor, one should honestly evaluate whether he or she has the inclination and skills necessary to serve as a mentor.

<p>Minimum qualifications for a mentor:</p> <ul style="list-style-type: none">• 5 years of service in court administration;• A reputation for competence and ethical and professional conduct;• Ability to make a 1-year commitment;• Membership in NACM for at least 2 years; and• Commitment to NACM and its core values and mission	<p>Other desirable qualities include:</p> <ul style="list-style-type: none">• Integrity• Reliability• Quickness to listen• Even temperament• Respectfulness• Patience• Coaching/teaching skills
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What Will Mentoring Look Like?

Mentoring may look different for each pairing. The Mentor and Mentee will discuss what the mentee hopes to gain from the one-year mentorship. Below are suggestions about what this may look like throughout the year. Please adjust as you see fit.

The initial contact with the Mentor and Mentee will be through the Mentor Program Coordinator assigned by the Membership Committee. After the initial introduction, the Mentor should initiate contact with the Mentee to arrange their first meeting.

- Each pairing should determine a mutually agreed, recurring meeting time. At minimum, we recommend connection on a monthly basis.
- The Mentor should work with the Mentee to establish goals for the mentorship over the year.
- Trust, confidence, and confidentiality should be the foundation of every successful mentoring relationship. As with any personal relationship, it takes time to build trust. Trust is built through open and honest sharing of troubles, successes, and life experiences. Honoring that trust and keeping the shared information confidential perpetuate the mentoring relationship.
- Both the mentor and the mentee should come to the meetings prepared.



- Both parties will receive a quarterly check-in survey to see how the mentoring relationship is going.
- Below are some possible topics and resources for monthly meetings.
- Each party will receive a final survey describing their satisfaction with the mentoring program. The feedback will be used to further enhance our program.

The Mentor's Role includes:

- Sharing information about their organization
- Facilitating the mentee's growth by sharing resources and networks
- Challenging the mentee to move beyond his or her comfort zone
- Coaching the mentee on a practical skill
- Focusing on the mentee's professional development

Resources for discussion:

- NACM CORE
- Conferences
- Podcast
- Training videos on NACM website
- Webinars
- NCSC website
- ICM Courses
- NACM Publications