



# POST-TRAINING AFTER-SESSION ACTIONS

MENTOR – PROTÉGÉ PROGRAM 2018

February 5-7, 2018



## POST-TRAINING AFTER-SESSION ACTIONS

- **SITE VISITS**
  - Complete two Site Visits
  - Complete Leadership Project Planning Worksheet
  - Prepare Executive Summary
  - Launch 360<sup>0</sup> Feedback Survey on Leadership Project
  
- **MENTOR-PROTÉGÉ CONFERENCE CALLS LOG SHEET**
  - Download log sheet template from [www.TeamForResults.com/nca-mentoring](http://www.TeamForResults.com/nca-mentoring)
  - Submit completed log sheet to [Mkonatolu@TeamForResults.com](mailto:Mkonatolu@TeamForResults.com)
  - See schedule for frequency (1-2 monthly)
  
- **MENTOR-PROTÉGÉ PROGRAM EVALUATION SURVEYS – ADMINISTERED BY MRS (SEE SCHEDULE)**
  - Site Visits
  - Conference Calls
  - Pair Relationship
  - 360<sup>0</sup> Feedback on Protégé's Leadership Approach
  - Overall Program
  
- **MENTOR ONLY CONFERENCE CALLS**
  - Review of Leadership Projects – Protégé writes up brief description of Project; Mentor participates on call
  - Conference Call (Post Mortem readout of program) (If requested)



# POST-TRAINING AFTER-SESSION ACTIONS

## Log Sheet for Mentor-Protégés Conference Calls

**Date:** \_\_\_\_\_

**Length of call:** \_\_\_\_\_

- Provide a brief recap of the technical nature of the discussion as it relates to skill areas on the Cemetery Ops List.

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- Provide a brief recap of key learning relating to leading or managing people or your team, e.g., developing relationships, networking, addressing conflict, etc.

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- Provide other pertinent information you choose to share, especially information that may support adding enhancements to this program in the future.

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# POST-TRAINING AFTER-SESSION ACTIONS 360° Feedback Report

## WHAT IS A 360° FEEDBACK REPORT?

A feedback tool on your effectiveness as a leader.

Feedback is provided by peers, team members, customers, etc.

- ✓ Gain heightened awareness of strengths and challenges of your leadership
- ✓ Gain heightened awareness for how others see you
- ✓ Receive feedback back on strategies to enhance your leadership



## OUR GOAL:

To provide protégés insight and feedback on their leadership performance while directing a leadership initiative.

## YOUR 360° FEEDBACK:

- ✓ Report will be emailed to the Protégé.
- ✓ Protégé provides copy to the Mentor for a debrief session.
- ✓ Protégé may also request a debrief with MRS Coach (Optional).
- ✓ Protégé notifies Mr. Haggerty when debrief session has occurred.



## POST-TRAINING AFTER-SESSION ACTIONS 360° Feedback Report

- **REQUEST PROJECT TEAM MEMBERS' FEEDBACK**
  - Protégé identifies project team members to request their feedback
  - Project team members receive email invitation to provide feedback
- **OPEN 360° ASSESSMENT WINDOW**
  - Protégés rate themselves
  - Project Team Members provide their feedback
- **MRS GENERATES 360° FEEDBACK REPORTS**
  - Reports emailed to Protégés (PDF file)
- **DEBRIEF SESSIONS HELD WITH MENTOR**
  - Discuss actionable steps to take
  - Optional: Debrief with MRS coach
  - Notify Mr. Haggerty of completion





# POST-TRAINING AFTER-SESSION ACTIONS 360° Feedback Report



## SAMPLE EXCEL FILE: SUBMITTING PROJECT TEAM MEMBERS' INFORMATION

Email	Name	Rater Relationship:
<a href="mailto:Gonatolu@TFR.com">Gonatolu@TFR.com</a>	Gwen Onatolu	2
<a href="mailto:Rose@TFR.com">Rose@TFR.com</a>	Rose Miller	2
<a href="mailto:Jim@TFR.com">Jim@TFR.com</a>	Jim Brown	3
<a href="mailto:Krystal@TFR.com">Krystal@TFR.com</a>	Krystal Lewis	3
<a href="mailto:Jerry@TFR.com">Jerry@TFR.com</a>	Jerry McCormick	4

### RATER RELATIONSHIP KEY

- ✓ 1 = Manager
- ✓ 2 = Peer
- ✓ 3 = Direct Report / Project Team Member
- ✓ 4 = Other (vendors, former coworkers, or clients)
- ✓ *A manager will not provide input on the initial 360° survey. However, it will be critical for your manager to provide you feedback on the 2<sup>nd</sup> 360° survey that is administered during your first permanent assignment.*

**Note:** At least 2 raters required for each group, except for the Manager. Less than 2 raters in a group will be collapsed into the `Other' group.



# POST-TRAINING AFTER-SESSION ACTIONS 360° Feedback Report

## 360° PROGRAM SCHEDULE



Project Team Members' names and email addresses sent to MRS	<i>March 28, 2018</i>
Project Team Members receive survey link (survey window opens)	<i>April 2, 2018</i>
Survey window closes	<i>April 9, 2018</i>
Report emailed to mentor and protégé	<i>April 11, 2018</i>
Schedule and conduct debrief with mentor	<i>April 12 – April 27, 2018</i>
Notify Mr. Haggerty of debrief completed	<i>April 27, 2018</i>

**Mentors: Please alert your staff to complete the 360° Survey.**

**Protégés: Please mail the 360° Report to your mentor.**



## POST-TRAINING AFTER-SESSION ACTIONS

### Program Schedule

ACTIONABLE ITEM		COMPLETION DATE		NOTES
Complete Project Planning Template for Leadership Project	Complete Executive Site Visit Summary and submit to Mr. Haggerty and MRS	<i>February 20</i>	<i>February 23</i>	Download Template from website
Mentor-Protégé Conference Calls begin		<i>March 1</i>		
Submit Log Sheet tracking of conference calls to MRS		<i>Two calls per month</i>		Download Log Sheet from website
Mentor only conference call(s)		March 16		
Protégé submits team members' contact information to MRS	MRS administers 360° Feedback Surveys to team members	March 28	April 2	See 360° Schedule detailing when key components are due.
360° Feedback Reports completed and emailed to protégés by MRS		April 11		See 360° Schedule detailing when key components are due.
360° Feedback Report debrief session with Mentor		April 12 - April 27		Mr. Haggerty is notified by the protégé.
Complete Feedback Evaluation Surveys throughout the program		As Requested		MRS will administer.
Survey Protégés on impact of Mentoring Program 9 months into their first permanent assignment		~ 9 months of first assignment		Use feedback to enhance future Mentoring Programs