Queen’s Emerging Leaders Program – 2017/18
Mentor Pre-program Questionnaire

Program Overview

To provide new and future managers with practical tools, support and resources they need to perform their jobs effectively and confidently. The program addresses the goals and vision of the University’s senior administration to provide Queen’s specific training for management level staff. The program is intended to fill a need for entry and mid-level management training. The participants (mentees), as new and future managers, will benefit by establishing professional networks and the acquisition of practical skills. Mentors, as current managers and Foundational Leadership Program graduates, will have an opportunity to continue their own learning by applying their leadership skills and supporting the university’s goal of leadership continuity.

The program consists of 7 full-day training sessions for the participants (mentees), offered over a period of 7 months. Session dates start in November 2017 and end in May 2018. (Workshop outlines including dates provided in the program outline). In addition, each participant (mentee) will be mentored by a Foundational Leadership Program graduate. The mentoring program component will start in October 2017 and continue until the program close in May 2018. There is a 2-hour mentor orientation on Friday October 13, 2017 from 1:00 to 3:00 p.m. The participant (mentee) training component will follow the Foundational Leadership Program model and include some of the same core elements, such as the DiSC assessment.

The program is administered by Queen’s Organizational Development & Learning, Human Resources and has a course fee of $500.00 for each participant (mentee). The program fee covers all training materials, program manual, and journal. The program manager is Shannon Hill, Learning and Development Specialist, Queen’s Human Resources. There is no cost for mentors.
Submission Instructions

The deadline for confirming your interest in participating in the program as a mentor is end of day **Friday September 29, 2017**. Please submit to Shannon Hill, Learning and Development Specialist, Human Resources.

Mentor Information

Last Name ____________________________ First Name ______________

Department __________________________________________________

Job Title _____________________________________________________

Email _______________________________ Phone __________________

Mentor’s Statement of Commitment

I understand that I will make my participation in all aspects of this program including any pre-session preparation and meeting attendance a priority.

I have discussed my participation in this program with my direct supervisor to help ensure that any disruption to our department’s operations, as a result of my attendance in this program, is minimized.

I certify that all information provided in my application is true and accurate.

_____________________________   __________________
Mentor’s Signature      Date
To assist us in designing a program that meets your learning needs and professional goals, as well as matching you with a compatible mentee, please complete the following questions. The information you provide is confidential and the information will only be viewed by the program coordinators for use in planning and implementing the Emerging Leaders Program.

1) How many years of management experience do you have? What are your areas of expertise?

2) What qualities are you bringing as a mentor?

3) What area of professional growth would you like to explore?

4) What do you hope to accomplish (three personal learning objectives) in the program?