



# 12-Month Mentoring Program Guidance

## Introduction

AASuccess Mentoring Program is a twelve-month voluntary program that provides opportunities for professionals at all levels to partner with our experienced and in-house volunteer mentors to reach their professional goals, build stronger networks and increase their skills and knowledge. Program activities will be available virtually to allow eligible volunteer mentors to participate.

## What is the 3-month Coach/Mentor Program?

1. A program for professionals, business executives and retired career professionals to specifically serve as a mentor of our 3-month life skills program, which is designed based on the curriculum of the AASuccess Life Skills Academy (LSA).
2. The program will run for one year and may be extended for additional years at the coach's sole discretion.
3. Selected mentors will spend 3 hours on average per week on coaching/mentoring activities. This will enable LSA students to maintain their growth and be eligible for growth and internship/externship opportunities.

## Evaluation

1. An important aspect of the program will be collecting data via Com\_Link (Click [HERE](#) for one of our samples) and assessment date associated with each student assigned to his/her coach.
2. Selected students will be asked to help with that evaluation through such means as focus groups and surveys/questionnaires.

## Quality Assessment of Work Products

1. For those students assigned, reviews and be responsible for the student's work product in regard to the timeliness, technical and growth progress, consistency and completeness of the student's efforts in his/her 3-month plan.



### **Soft Skills Coaching and Mentoring (Work-In Progress on Mind Growth)**

1. Conducts a thorough analysis on the skills level of the trainee needs based on the LSA Core Competencies, [https://docs.google.com/document/d/18C\\_585GgemJ7OnMMF6G6G1IVRFZt2uDyiGu7YsLXRk/edit](https://docs.google.com/document/d/18C_585GgemJ7OnMMF6G6G1IVRFZt2uDyiGu7YsLXRk/edit).
2. Maintains and tracks the student's performances and progress of each student via his/her Com\_Link and assignments. Provides to the Life Skills Mentoring Team as requested, material and summary update(s) on the progress of all assigned students for the purpose of information analysis and coaching improvement.
3. Enhances students' performance by providing feedback and opportunities for mind growth and technology growth, for example: working with the students to improve their performance; developing and implementing customized training initiatives.
4. Promotes effective communication and exchange ideas and information among assigned students, peers and coaches. For example: effective communication such as coaching and/or directing the students to enhance his/her skills in promoting and participating in collaborative efforts at the family level, peer level, mentor level, group level, team level and organizational level.
5. For those students assigned, fosters a diverse work environment and takes into account and accommodates cultural competencies and various interpersonal skills needed to build relationships and influence team building and consistent efforts in accommodates various learning styles.
6. Completes appropriate training within AASuccess. For example: Train the coach or mentor, providing effective feedback, coaching and mentoring.

### **Program FAQs**

Q: How will I be evaluated?

A: Selectees will be evaluated based on their performance during the program. The evaluation will be based on the assigned student's feedback, the 3-month assessment data, and the peers' feedback/comments

Q: Can I change the 3-month plan?



A: Selectees will have his/her discretion to monitor, coach, mentor, and modify the 3-month plan of the assigned student.

Q: Does the 3-month assessment require me to coach and mentor the assigned student?

A: Selectees must track, coach, and help mentor the students to perform his/her best based on the accuracy and truthfulness of the self-evaluation written by the student for the assessment.

**Required Signatures:** /Dave Nguyen/

January 1, 2016

LSA 's Representative: Dave Nguyen

Date Signed January 24, 2016

Name/Title: Life Skills Program's Director