Sharing Our Success (SOS) Submission Form

Chapter Name:	Chicagoland
Chapter Membership Size:	Large (300+)
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Chapter Website URL:	https://atdchi.org/
Submission Title:	Mentorship Toolkits: Equipping Mentor-Mentee Pairs for Success
What did you do? (a 2-3 sentence summary of your effort):	I edited and built upon two resource manuals (one for mentors and one for mentees) that were created by our pilot mentorship program team. The two guides were designed to help mentors and mentees think in advance about what would make for a successful mentoring experience--and to frame an agreement and meeting schedule that aligns with those goals. The guides also point mentor-mentee pairs to the ATD Capability Model, as a tool for identifying goals and determining action steps.
Who benefitted from this effort (Target Audience) Check all that apply:	Chapter Members Board Members Chapter Volunteers
Why did you do it? What chapter needs were addressed?	The volunteers who wrote the first drafts of these toolkits in 2021 were piloting the chapter's first mentorship program. They and the board recognized some structure and chapter standards would be important to the success of the pilot, especially since few participants had prior experience with mentoring or being mentored. The idea was to give each mentor-mentee pair maximum flexibility to establish their own goals, priorities, and meeting cadence--building upon a foundation of shared definitions, self-reflection, and best practices. When another volunteer and I opened up the mentorship program to the whole ATD Chi membership in early 2022, we believed it was important to revise the toolkits to reflect participant feedback and our own professional experience. So, we revised the toolkits to a) anchor the more clearly in the ATD Capability Model; and b) put a heavier emphasis on mentees' responsibilities to set goals, engage in reflection, and manage the meeting schedule.

What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.)	1. Mentor-mentee pairs shared extremely positive feedback on the usefulness of the toolkits, especially in the beginning of the relationship. 2. Four mentees and mentors--later requested permission to share the toolkits with their organizations, to aid in the formation of other mentorship programs. 3. Word of mouth on the well-structured, sound program has led to more than a dozen info requests about the next iteration. 4. This year's co-volunteers feel so confident in the toolkits for pacing and scaling that they have agreed to turn the program into rolling-admission format instead of a cohort-based format. This will allow for timely pairings as applications come in, rather than asking applicants to wait until a cohort has formed.
What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)	The guides were the capstone of a major effort to invite applicants and form well-functioning mentor-mentee pairs. The steps were as follows: 1. Created intake forms (using Google Forms) that gave us qualitative information about goals, needs, preferences, and backgrounds of prospective mentors and mentees. 2. Created a landing page for the program on our website, with info about the program and links to application forms. 3. Promoted the program through email blasts to the membership. 4. Allowed a period of about two months to get a pool of applicants. 5. Matched pairs and communicated personally with each pair, explaining the reasons we matched them. 6. Provided details about program-launch workshop about three weeks ahead of time. At that time, we sent the mentor and mentee toolkits to each participant. We asked them to read through and come to the launch workshop with any questions. 7. At the launch workshop, we made reference to the guides, as we discussed how to set the stage for success. We stressed that this is a unique type of one-on-one professional-development relationship--and one many of us don't have preparation for. We gave examples of things they'd need to talk about and agree to for a successful experience on both sides. We addressed how the guide could help them work out mutual agreements in advance.
Is there anything you would do differently?	I would have prospective applicants read the guide before applying rather than after being matched.
When did you start working on this effort?	Mar 01, 2022
When did this effort go live?	Jun 21, 2022
Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	10

What resources did you use? Check all that apply:	Volunteers ATD Resources
How many volunteers were you able to recruit?	We recruited 34 participants--17 mentors and 17 mentees.
Select the ATD resources you used. Select all that apply:	Other: Capability Model and ATD publications on mentoring (for background knowledge)
Do you have any additional insights to share with other chapters implementing this effort?	Recruitment could be done differently, with an emphasis on recruiting the mentees first, then going to the membership to find a "fit" with mentors. This is what we'll do, now that we're turning to a rolling-application model.
Please attach any documents that help support this submission. It is highly encouraged to submit editable files (ex. Word, Excel, etc): (additional documents and documents over 2MB should be sent to sos@td.org)	https://www.formstack.com/admin/download/file/14660936615
additional supporting documents:	https://www.formstack.com/admin/download/file/14660936616
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	ATD Chapter Leaders Conference (ALC)
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes
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