



Mentoring Toolkit Step 1

Steering Committee Formation

Mentoring Toolkit Step 1

Intent & Outcomes

Step Intent:

Initiation of a Total Worker Health Mentoring Program.

Step Outcomes:

- 1) Understanding the roles and responsibilities of key program participants.
- 2) Consider the decisions necessary for the Steering Committee to be formed and the program to be implemented.
- 3) Create framework for program implementation.

Section 1

Steps to Forming a TWH Mentoring Program Steering Committee (SC)

1) Program Sponsor, who wishes to start a TWH Mentoring program in a facility, initiates the process by gaining support from facility leadership.

The Program Sponsor gathers interested parties to discuss the Steering Committee Formation.

- These might include interested members of management, union representatives, or staff educators. Discuss participants' vision for the program.
- Initial Steering Committee Formation Meeting Agenda Tasks
 - Review, "Roles and Responsibilities for Key Program Participants," and adapt the list as needed.
 - Choose facility's Program Manager.
 - Choose the Steering Committee Members.
 - Review, "Steering Committee Decision to Make," document to create framework of facility's program.

2) Refer interested parties to the CPH-NEW TWH Mentoring Program Toolkit on the web.

Section 2

Roles and Responsibilities for Key Program Participants

Recommended Steering Committee Membership

Program Sponsor



Program Managers



*Senior
Supervisor*



*Union
Representative*

Shift Coordinator



First Shift



Second Shift



Third Shift

1) Program Sponsor

The Program Sponsor is a person who initiates the program at a given facility.

Responsibilities include:

- Convene an initial meeting of interested individuals at all levels to discuss and to begin to form the program and Steering Committee.
- Attend the first few meetings and assisting the Steering Committee with key decisions.
- Review Steering Committee self-evaluations.
- Communicate with the Program Manager to review and manage program-related data.
- Be the face of the program to the outside world.

2) Program Managers

The Program Managers oversee the overall operations of the Steering Committee (SC) and the program at the facility. This duo should be made of one senior supervisor and one union representative.

Responsibilities include:

- Make sure the SC meets on a regular basis and maintains the recommended membership (See “Recommended Steering Committee Membership Tool”).
- Remind the SC to perform routine self-evaluations 2-4 times per year.
- Keep the program data locked in a secure location.
- Report the program progress to the Program Sponsor.

3) Mentor Steering Committee

The Facility Mentor Steering Committee will meet at least quarterly, and more frequently as needed.

Responsibilities of the Committee include:

- Select Peer Mentors.
- Select Program Managers; communicate with them regularly.
- Resolve any issues that arise during the initiation and operation of the program.
- Organize Mentor trainings.
- Keep updated lists of Mentor/Mentee assignments.
- Decide how Mentor Program resources will be stored and displayed at the facility.
- Replace Facility Mentor Steering Committee Members lost to retirement, transfer, etc.

4) Shift Coordinator

The Shift Coordinator will serve in this role for a length of time determined by the Steering Committee, and may be relieved of this role and replaced by another staff member at the Committee's discretion.

Responsibilities Include:

- Create compatible work schedules for Mentors and Mentees.
- Allow officers to be relieved from their posts as needed to help facilitate Mentor/Mentee meetings.
- Encourage Mentors to check in on Mentees.
- Make sure Mentors on the shift are recruited, trained, and replaced as needed.

5) Mentor

The facility depends on Mentors to offer valuable assistance to new employees. A Mentor will want to foster success while building a relationship that will profit both the Mentor and the Mentee. Each can learn from the other and benefit from the relationship.

Responsibilities Include:

- Attend and complete the program training session(s).
- Take initiative and reach out to the Mentee; set regular meeting times with the Mentee.
- Maintain the relationship for at least the first year of Mentee's employment.
- Keep information shared by Mentees in confidence, unless safety and security would be compromised.
- If a problem arises in the Mentor/Mentee relationship that cannot be resolved, the Shift Coordinator should be contacted for assistance.

6) Mentee

Mentees will meet with their Mentors as directed by the Steering Committee. Mentees are responsible for utilizing their Mentors effectively.

Responsibilities Include:

- Ask questions.
- Ask for guidance, help, or more training when needed.
- If a problem arises in the Mentor/Mentee relationship that you and your mentor are unable to resolve, contact Shift Coordinator for assistance.

Section 3

Steering Committee Decisions to Make

- What are the specific goals of this mentoring program?
- Who will be eligible to receive a Mentor?
- Will the program be voluntary or mandatory for Mentees?
- By what criteria will Mentors be selected?
- How will Mentors be recruited? By whom?
- What is the maximum number of Mentees to each Mentor?

CPH-NEW's Suggestion:

Mentors generally have found that two is a manageable number.

- What adaptations, if any, will need to be made to the TWH Mentoring Toolkit?
- Who will be responsible for Mentor training? How will training occur?
- How will Mentors be recognized for their service?
- How will the Steering Committee ensure the ongoing involvement of the Officers' Union?
- How often will the Steering Committee meet?
- What will happen in the event that a Steering Committee member retires, moves, or can no longer fulfill the responsibilities of membership in the Steering Committee?