



**University of California Office of the President Mentorship Program
2020 UCOP Mentorship Program Goals**

Program Goal	Organizational goals	Participant goals
The UCOP Mentorship program provides a formal one-on-one mentoring structure to foster a culture of development and learning for growing professionals.	The UCOP Mentorship Program aims to <i>promote</i> : <ul style="list-style-type: none"> • A shared responsibility for a culture of coaching and development throughout UCOP • Visibility of diversity in leadership • Employee engagement and connection to the UC vision and mission 	For Mentors and Mentees, the goals are: <ul style="list-style-type: none"> • Share and learn leadership skills practices • Guide and navigate the UCOP organizational culture • Establish long term professional relationships
2020 Mentorship Program Outcomes		
<ol style="list-style-type: none"> 1. Sustain 90% participant program satisfaction on end of year survey. 2. In partnership with mentors, mentees establish and work toward explicit professional learning goals. 3. Increase participation in the mentor pool by 10%. 		

UCOP Mentorship Program Leadership Roles

We believe that all leaders in the organization hold an important responsibility in our successful Mentorship Program. Here are the roles and responsibilities:

Program Coordinator	UCOP Leaders	Mentorship Program Steering Committee
<ul style="list-style-type: none"> • Manages the recruiting, selection, and matching process • Works with Senior Leaders to integrate program into team development strategy • Works with each mentoring pair to provide resources and resolve any issues • Communicates regularly with mentors, mentees, and mentees' managers • Provides training both initially and during the program 	<ul style="list-style-type: none"> • Be a mentor • Recruit mentors • Nominate mentors and mentees • Support mentees to participate in the program • Integrate the mentorship program into team members' professional development plans • Recognize Mentors and mentees for their 	<ul style="list-style-type: none"> • Use participant feedback and experience to guide program goals and structures • Provide input to adjust program to meet program outcomes • Supports the recruiting, selection, and matching process

<ul style="list-style-type: none"> • Conducts an evaluation to determine the program's effectiveness • Communicates program results to UCOP community • Facilitates the Mentorship Program Steering Committee • Updates and revises program based on research and input of participants and UCOP leadership 	<ul style="list-style-type: none"> • commitment to professional growth • Participate in leadership panel for one of the Mentee Cohort lunches • Be a Mentorship Program Champion 	<ul style="list-style-type: none"> • Champion the Mentorship Program
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UCOP Mentorship Program Participant Roles

Here are the roles and responsibilities for Mentors and Mentees:

Mentor	Mentee
<ul style="list-style-type: none"> • Commit to meet with your mentee at least once a month • Be open to sharing practices and ideas to support mentor’s growth • Support mentees to develop and work towards their goals for their mentorship time • Be an advisor and teacher of leadership practices • Model and support networking efforts and skills • Be a compassionate supporter and cheerleader • Be a good listener and hold confidentiality • Communicate as needed with program coordinator 	<ul style="list-style-type: none"> • Commit to meet with your mentor at least once a month. • Participate completely in all program activities • Be open to learning and reflective • In collaboration with mentor, develop and work toward goals for the program • Be proactive and clear about your learning goals • Come prepared to all meetings with your mentor • Communicate consistently and be respectful of time • In collaboration with mentor, develop and work toward goals for the program • Communicate as needed with the program coordinator

For questions, please contact Anne Prozan, Talent and Organization Manager, Local HR and Mentor Program Coordinator at annie.prozan@ucop.edu or 510-987-0057.