

MENTORING

Mentoring is a tool to nurture and grow people. Mentees observe, question, and explore. Mentors demonstrate, explain and model. The following assumptions form the foundation for a solid mentoring program.

- **Deliberate learning is the cornerstone.** The mentor's job is to promote intentional learning, which includes capacity building through methods such as instructing, coaching, providing experiences, advising, guiding and training.

- **Both failure and success are powerful teachers.**

Mentors, as leaders of a learning experience, certainly need to share their “how to do it so it comes out right” stories. They also need to share their experiences of failure, i.e., “how I did it wrong.”

Both types of stories are powerful lessons that provide valuable opportunities for analyzing individual and organizational realities.

- **Leaders need to tell their stories.** Personal scenarios, anecdotes and case examples offer valuable, often unforgettable insight and should be shared. Mentors who can talk about themselves and their experiences establish a rapport that makes them “learning leaders.”

- **Development matures over time.** Mentoring -- when it works -- taps into continuous learning that is not an event or even a string of discrete events; rather, it is the synthesis of ongoing events, experiences, observations, studies, and thoughtful analyses.

- **Mentoring is a joint venture.** Successful mentoring means sharing responsibility for learning, regardless of the facilities, the subject matter, the timing, or any other variable.

Looking for Help In All the Wrong Places????

You have come to the right place! IIMC offers excellent mentoring services for the new clerk or the clerk experiencing new duties and statutory changes.

Sign up today to become one of IIMC's privileged Mentees. You will be paired with an experienced Mentor who will guide you through the hurdles.

Some of the privileges you will receive are:

- Friends made;
- Introductions given;
- Networking made easy!
- Questions answered;
- Procedures explained;
- Encouragement delivered!
- Education with a smile.

SIGN UP TODAY!



Phone: 909.944.4162 800.251.1639

Fax: 909.944.8545

www.iimc.com

8331 Utica Avenue • Suite 200

Rancho Cucamonga, California 91730

IIMC MENTORING PROGRAM



IIMC's Model
Mentoring Program

was developed by the Education/
Personal Growth Committee and
adopted by the IIMC Board in 2002.

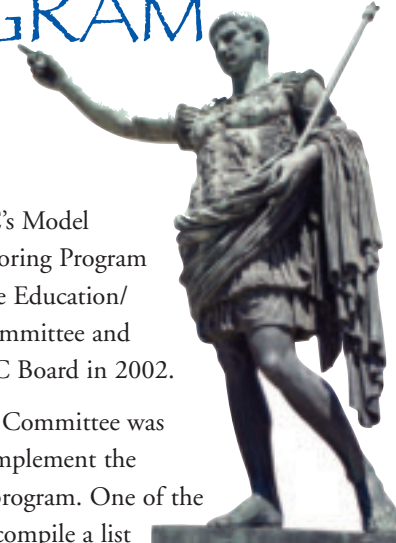
The Mentoring Committee was created in 2004 to implement the components of the program. One of the components was to compile a list of Mentors and match them with a list of Mentees.

The Mentor's responsibilities include:

- answering technical questions,
- describing procedures,
- sharing experiences,
- notifying the Mentee of educational opportunities,
- providing moral support
- introducing the Mentee to other association members at meetings and conferences.

If you are interested in becoming a Mentor to share your commitment and career experiences, or a Mentee who wishes to be assisted in further developing your career and self-confidence, please start by completing this application.

The Greek storyteller Homer tells of Odysseus, the King of Ithaca. In this tale, Odysseus asked his friend Mentor to watch over his son Telemachus while he fought in the Trojan War. Mentor was a faithful friend of Odysseus who was left behind on Ithaca as Telemachus' tutor; he was wise, sober, and loyal. Telemachus was just entering manhood and was very self-conscious about his duty and his father's reputation as a hero, which he felt he must live up to.



MENTEE

I am requesting a MENTOR

Name: _____

Title: _____

E-mail address: _____

Work Phone: _____

Name of jurisdiction: _____

State/Province/Country: _____

Population of Municipality: _____

Form of Government: General Law Charter County

Other _____

How long in a Clerk position? _____

Appointed Elected

Certification: CMC MMC

Do you conduct elections?

Yes No Stand alone Consolidated

Would you like to request a mentor at the IIMC conference?

Yes No

Will mentoring via E-mail work for you? Yes No

Have you ever had a Mentor before? Yes No

Please check all areas to the right where you feel you need help.

If you have a specific need, please describe:

APPLICATION

Please complete

Mentee Indicate areas where you need assistance.

Mentor Indicate your strengths.

- | | |
|--|--|
| <input type="checkbox"/> Agenda Packets | <input type="checkbox"/> Passport Administration |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Council Handbooks |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Code/Codification |
| <input type="checkbox"/> Bonds/Financing | <input type="checkbox"/> Incentive Programs |
| <input type="checkbox"/> Council Handbooks | <input type="checkbox"/> Improvement Districts |
| <input type="checkbox"/> Conflict of Interest | <input type="checkbox"/> Liquor Licenses |
| <input type="checkbox"/> Document Imaging | <input type="checkbox"/> Lobbying |
| <input type="checkbox"/> Electronic Voting | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Elections | <input type="checkbox"/> Para Mutual Permits |
| <input type="checkbox"/> All Mail Ballots | <input type="checkbox"/> Passport Administration |
| <input type="checkbox"/> Direct Election (Stand Alone) | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Initiative/Referendum | <input type="checkbox"/> Vital Statistics |
| <input type="checkbox"/> Recall | <input type="checkbox"/> Volunteer Programs |
| <input type="checkbox"/> Candidate | <input type="checkbox"/> General Personnel |
| <input type="checkbox"/> Packets/Manuals | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Government Financing | <input type="checkbox"/> Difficult Employees |
| <input type="checkbox"/> Licensing/Business | <input type="checkbox"/> Microfilming/Imaging |
| <input type="checkbox"/> Meeting Protocol | <input type="checkbox"/> Databases |
| <input type="checkbox"/> Minute Taking | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Open Meeting Law | <input type="checkbox"/> Computer Software |
| <input type="checkbox"/> Open Public Records | <input type="checkbox"/> Electronic |
| <input type="checkbox"/> Public Information | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Records Retention | <input type="checkbox"/> Internet/Web Pages |
| <input type="checkbox"/> Publications | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Resolutions | <input type="checkbox"/> Other _____ |

When complete fax to: 909.944.8545



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Please check all areas to the left where you feel you have experience to share:

