



International Fire Service Accreditation Congress

Mentoring Program

Table of Contents

IFSAC Mission Statement.....	2
Mentoring Program Mission Statement	2
Mentoring Program Vision Statement.....	2
Objectives.....	2
What is Mentoring.....	3
Organizational Structure	4
Program Oversight	5
Expectation, Roles and Responsibilities.....	6
Guidelines	7
Training Outline	8
Evaluation.....	19
Training Worksheet.....	10
Matching Worksheet.....	11
Mentee Exit Survey.....	12
Mentor Application	13
Mentee Application.....	14
Sample Introduction Letter.....	15

IFSAC Mission Statement

To increase the level of professionalism of the fire service through the accreditation of those entities who work with assemblies within the Congress for the accreditation of public fire service certification programs and/or fire-related postsecondary educational programs by increasing the coordination of efforts between the assemblies of the Congress, and serve as a mechanism of arbitration on issues of debate between assemblies.

Mentoring Program Mission Statement

To provide an opportunity for new members to develop a trusting, professional, and educational relationship with an experienced and accredited program manager with knowledge in areas related to programmatic or certification accreditation.

Mentoring Program Vision Statement

Serve as a catalyst to raise the standard of leadership, increase participation, and recognition among accredited degree programs and State certification accreditation and enhance the organization through continuity of operations and build new leaders within the organization.

Objectives

- To provide motivation, guidance, and enhancement of leadership and problem solving skills in order to assist the mentee through the accreditation process.
- To cultivate creative and dynamic relationships between mentors and mentees with similar organizational structure.
- To establish a professional relationship with accountability and responsibility from mentor and mentee.
- To provide institutional knowledge.
- To align mentoring as a lifelong professional tool.
- To ensure the benefits of the program are understood across the organization.

What is Mentoring?

Many of you may remember the story of Odysseus who entrusted the care of his son to his friend and Mentor and how Athena became his son's mentor when the son left to search for his father.

MENTOR: "One who advises another, especially officially or professionally"

To give recommendations to (someone) about a decision or course of action. (The American Heritage® Dictionary of the English Language, Fifth Edition copyright ©2015 by Houghton Mifflin Harcourt Publishing Company).

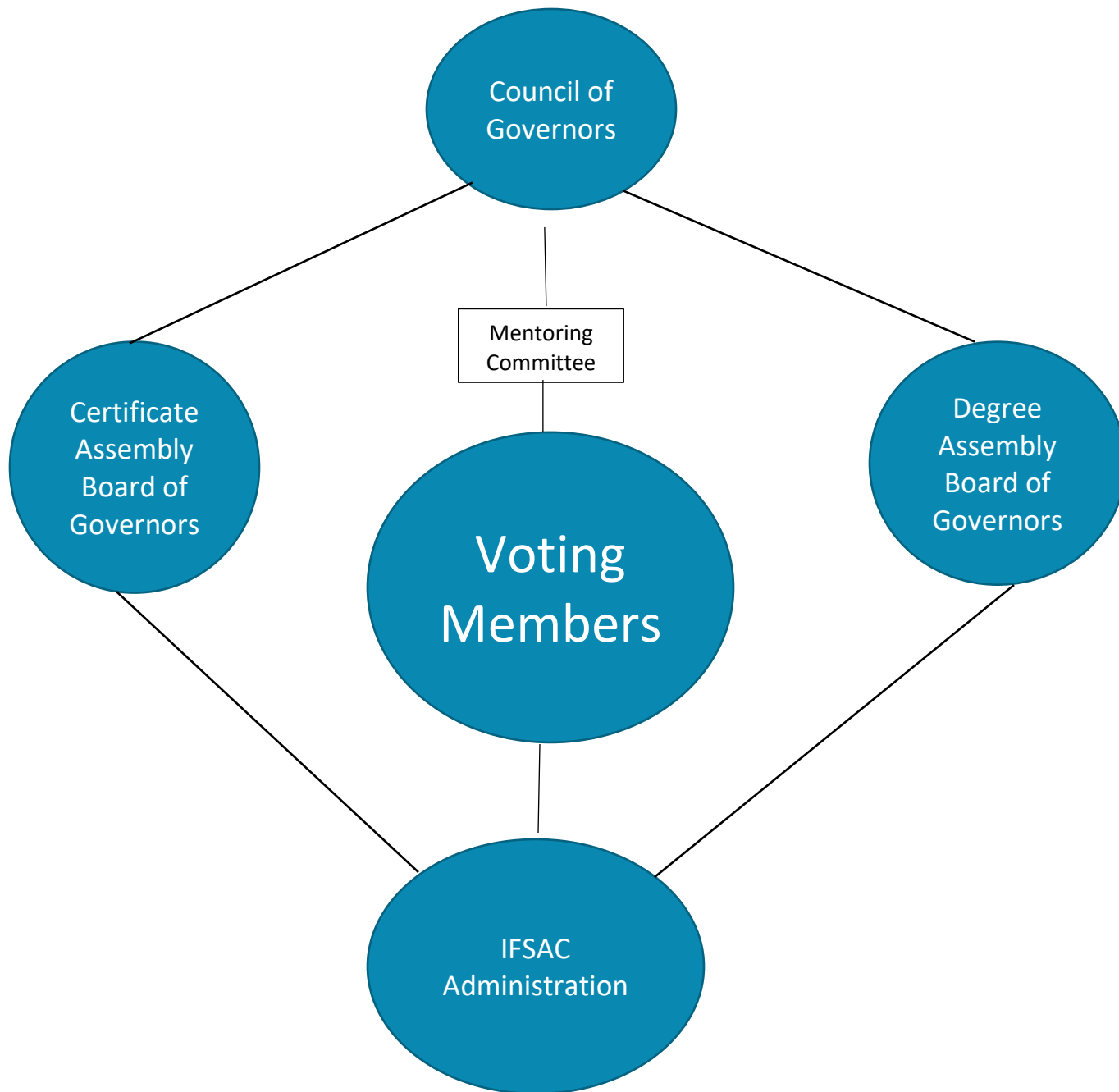
Mentoring is about mutual trust and respect. It is a two-way relationship. We know that writing a self-study is a tedious, arduous, and somewhat complicated process. To assist an entity in this process it is the goal of the International Fire Service Accreditation Congress (IFSAC) to train and provide a qualified mentor to any entity seeking accreditation and present the opportunity for both mentor and mentee to learn from each other.

Mentoring is.....

- A relationship in which the mentee takes active responsibility for his/her own learning and development, and the mentor serves as facilitator of that growth.€
- A relationship built on the history, experience, and knowledge of both partners.
- A relationship in which the mentor facilitates the learning experience by providing a supportive environment and ongoing interactions.

A mentoring relationship is built around intentional conversations. More often than not mentoring within IFSAC will involve **distance mentoring** due to the vast locations of our members. Distance mentoring occurs over telephone, email, SKYPE and any other technology because the mentoring partners are unable to meet in person. Distance mentoring requires particular attention to time, planning, and establishing ground rules as connections can be harder to form through this somewhat mentoring. If face to face, mentoring is possible it is the sole responsibility of the mentee to cover the cost, if any, for the face to face meeting(s) if travel is required or requested by the mentee.

IFSAC Organizational Structure



Mentoring Program Oversight

The IFSAC mentoring program oversight, development, and implementation will be the responsibility of the mentoring committee, whose members represent each assembly. The committee chair (mentoring coordinator) will maintain a current list of qualified mentors and members who have not achieved accreditation and are seeking a mentor. Members who have not been granted accreditation are not required to have a mentor, but it is highly encouraged.

Duties and Responsibilities of the Committee Chair

Create and oversee implementation of an ongoing mentor recruitment plan, collaborate with the Promotions Committee Chair to develop and distribute program marketing materials, presentations to targeted organizations, and ensuring a presence at key events, etc.

- Develop and manage relationships with other degree programs contacts.
- Build and maintain a strong working relationship with the DABOG and CABOG.
- Oversee the inquiry and orientation process to ensure excellent public relations and customer service.
- Maintain and update the program's guidance manual as needed.
- Oversee program evaluation activities.

EXPECTATIONS, RESPONSIBILITIES, AND ELIGIBILITY.

MENTORS:

- **Attend a mentorship training session at the Spring meeting to be consider as a mentor**
- Respond to mentee communication request within a reasonable time frame as needed
- Be respected as an experienced and successful professional in the organization.
- Stay accessible, committed, and engaged during the length of the relationship
- Listen Well
- *Be an active, retired or emeritus member*
- Have an accredited program/level or have been a member of an accredited program/level
- Have participated on a site team as a member and preferably as a site team leader
- Agree to an appropriate time commitment.
- Be willing to communicate with the mentee and the mentoring committee chair
- Maintain confidentiality
- **May not serve as a site leader/site visitor for the official site visit of the mentee**
- Cultivate creative and dynamic relationships between mentors and mentees with similar organizational structure.
- Be dependable and consistent in meeting the time commitments
- Tolerant and respectful of individual differences
- Complete mentor application

MENTEES:

- **Must attend mentee training annually at the Spring meeting before your site visit**
- Demonstrate a desire to participate in the program and be willing to abide by the IFSAC mentoring program guidelines.
- Be willing to communicate with the mentor and the mentoring committee chair
- Attend mentee trainings.
- Complete the mentee application.

GUIDELINES

It is the intention of the IFSAC Mentoring Program to match the mentor/mentee that will encourage a positive outcome. The following will be taken in to consideration when matching a mentee with a mentor:

1. To begin the match process, the Committee Chair reviews the application, and information of both the mentee and mentor to determine match suitability. A match selection will be made using the match suitability criteria as a guide:
 - Geographical, if feasible
 - Department/government structure
 - Requests by the mentee
 - Type of accreditation
2. The Committee Chair then first contacts the prospective mentor and provides information about the mentee to determine if there is interest by the mentor.
3. Given initial interest by the mentor, the Committee Chair then provides the mentee with a description and information about the prospective mentor.
4. Once both parties tentatively agree to the match, the mentor shall schedule an introductory meeting with the mentee.

Evaluation will be a key component in measuring the success of its mentoring program and for making continuous improvements in the effectiveness and delivery of mentoring services.

Mentor/Mentee Training
Sample Outline

Session Title: Making Mentoring Work!

This training workshop should include materials to help you plan and deliver an introductory training workshop for new mentors. The objective of this training is to help new mentors:

- Develop a deeper understanding of mentor roles and expectations
- Learn strategies for effectively mentoring
- Employ the program guidelines that they must operate within as mentors

An agenda for a training workshop, and approximate times for each activity, might include the following:

- 1. Icebreaker: Introductions (15 minutes)**
- 2. IFSAC Mentoring Program (15 minutes)**
 - Overview of program
- 3. The Power of Mentoring (15 minutes)**
 - Have current mentor(s) speak and reflect on the benefits to themselves as mentors
- 4. Roles of a Mentor/Mentee (20 minutes)**
 - Activity Ideas
- 5. Wrap-Up – What is Next? (15 minutes)**
 - Matching Process
- 6. Questions**

Evaluation of Workshop

Name (optional): _____

1. What did you find to be most useful in this workshop?

2. What did you find to be least useful?

3. Was there anything you felt was missing from this session that you would have liked to learn more about?

4. In what other ways could we improve this session?

5. Please rate the following:

	Poor		Average		Excellent
Effectiveness of Trainer	1	2	3	4	5
Training Room	1	2	3	4	5
Training Content	1	2	3	4	5
Training Activities	1	2	3	4	5
Training Materials	1	2	3	4	5
Overall Rating	1	2	3	4	5

6. List other topics or concerns you would like to have addressed in future training sessions.

7. Other comments:

Mentor Training Completion Worksheet

Congratulations on completing your training, we look forward to working with you as an IFSAC mentor!

List three things you learned during this session that will help you when you begin your new role as a mentor. They can be skills, attitudes, or anything else. Then explain how you plan to use these in working with your mentee.

1.

2.

3.

This certifies that I have completed my orientation/training and that I fully understand and agree to follow the guidelines and requirements of being a mentor in the IFSAC Mentoring Program.

Mentor Signature

Date

Print Name



**International Fire Service Accreditation Congress
Mentoring Program**

Mentor Application

Name: _____

Institution or Certification Agency Name:

Address: _____

Telephone: _____

Email: _____ Fax: _____

Type of Accreditation Your Entity currently holds:

DEGREE – Mark all that apply

Fire Emergency Management Other

AS/AAS BS MS Ph.D./Ed.D

CERTIFICATE

United States International

Signature of Mentor Print Name Date



**International Fire Service Accreditation Congress
Mentoring Program**

Mentee Application

Name: _____

Institution Name: _____

Address: _____

Telephone: _____

Email: _____ Fax: _____

Type of accreditation you are seeking:

Degree

Fire Emergency Management Other

AS/AAS BS MS Ph.D./Ed.D

Certificate: United States International

Length of time requested: 3 Months 6 Months 9 Months 12 Months

What are you looking for from your mentor? IN what areas do you need assistance? Are you requesting a face to face meeting with your mentor or mentoring at a distance? **If you are requesting a visit by your mentor, your entity will be responsible for all costs incurred.**
Remember this a voluntary position.

Mentee Signature

Date

Match Worksheet
(To be completed by the Committee Chair)

Prospective Match Participants

Mentor: _____

Mentee: _____

Match Criteria

Why you feel the match would be compatible and successful, considering the following match criteria:

- Geographical proximity, if feasible
- Type of program (degree, 2 year, 4 year, certificate)
- Department/Government Structure
- Requests of the Mentee

Other reasons for compatibility:

Any areas of concern:

Comments:

SAMPLE INTRODUCTION LETTER

Dear

My name is Cersei Lannister and I have been matched with you as a mentor. My role as an IFSAC mentor is to do an in depth review and provide guidance to you as you develop the initial Self-Study report.

Should you have any additional information and/or documentation that might help me get a better understanding of your program, faculty, students and operations before we talk please send me that information at your earliest convenience.

The objective of our first meeting is:

1. Become familiar with your program and institution
2. Identify issues that may help or hinder potential accreditation
3. Begin forming recommendations for and/or a road map for navigating through the self-study process.

From the moment a fire related degree program or a certifying entity begins to contemplate accreditation, it should do so with a commitment to success in both initial and continuing accreditation. You may familiarize yourself with the IFSAC accreditation standards/criteria at

https://ifsac.org/images/ca_pdfs_docs/CA_Criteria.pdf (Certificate) or
https://ifsac.org/images/da_pdfs_docs/Accreditation_Criteria_April2011.pdf (Degree programs).

I look forward to working with you. I encourage you, if you have not already, to attend the IFSAC annual meeting. This will give you the opportunity to attend the mentor/mentee training workshop.

I will be calling you soon to set up how and when we will meet and to discuss your issues and concerns, as well as answer questions you may have.

Regards,