



YES Team!

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Yolo Encourages Success through Talent Engagement, Assistance & Motivation

FY 2018-2019 WORK PLAN

Committee Members: K. Villa, R. Gayton, C. Mathews, K.Campos, T.Montiero

Objective 5: Establish an effective mentor program.

	Deliverables	Action	Resources	Timeline
1	Update existing mentor program.	<ol style="list-style-type: none"> 1. Program description, purpose, and goals 2. Develop program timeline 3. Develop eligibility criteria for mentees 4. Develop preferred criteria and personal characteristics for mentors 5. Develop expectations for mentors and mentees 6. Develop guidelines for mentee and mentor meetings, and for accomplishing goals. 7. Update the existing mentor program to capture both professional growth and career development. Include the following in the application to serve as pairing tools: <ul style="list-style-type: none"> • Desired professional growth by core competencies • Desired level of responsibility (i.e., analyst or management) • Desired career field (e.g., human resources, law enforcement, IT, etc.) 8. Identify incentives and/or ways for recognition 	Staff Time	Complete
2	Outline the administrative process for the mentor program.	<ol style="list-style-type: none"> 1. Identify the number of mentorships the YES Team can manage per year. 2. Develop program logistics (e.g., administrative process, orientation, check-in schedule, feedback survey, communication source, etc.) 3. Develop the necessary forms (e.g., Application, FAQs, checklists, etc.) 4. Develop roles and responsibilities for program coordinators (i.e., YES Team members). 	Staff Time	Complete
3	Market mentor program to leadership and County employees	<ol style="list-style-type: none"> 1. Request feedback, support and participation from the leadership team. 2. Come up with creative ways to inform and excite employees about the program. 3. Establish a communication plan. Communications will include an introduction to the program and purpose, a status update and the release. 	Staff Time	In Progress

