

Mission

To help educate, train and network economic developers in Wyoming by fostering communication and positive working relationships with their fellow, experienced economic developers.

Mentoring Defined

A professional relationship in which an experienced person (the mentor) assist another (mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth. Mentoring is to share experience, wisdom, and other resources to facilitate growth and development. For purposes of this program, mentees are professionals that are fairly new to the economic development profession. Mentors have served in leadership roles and have many years of experience in economic development.

Program Goals

The goal of the WEDA Mentorship Program is to connect mentor economic developers with other economic developers (mentees) around the state. During this process, the mentee will have an opportunity to walk through the current economic development issues that may impact their local community, region or even the state. Additional focus on personal professional leadership growth with particular emphasis on economic and community development will be part of the learning experience.

Program Content and Timeline



Applications and Matching

- Applications are due December 1, 2017
- All applicants will be notified of acceptance by early January 2018

Kick-off and Orientation:

- Mentoring Program Meeting: A pre-conference session at the WEDA 2018 winter conference on February 12, 2018. **This is a required session which will be held for approximately 4 hours prior to the beginning of the conference.**
- Agenda: Building Blocks of Economic Development presentation, Mentoring 101, introduction of mentee/mentor pairs
- Participants will be sent program material including mentoring definitions and guidelines, Mentoring Partnership Agreement, program schedule for discussion topics, copy of Introduction to Economic Development (IEDC) and copy of any other books or materials that will be used during the program.

Monthly 1-1 Mentor-Mentee Discussions:

- Depending on the distance between the mentor and mentee, the pair may decide whether to meet via phone, video conference or in-person. We have budgeted a small travel allowance for travel. Ideally, the pair will visit in-person at least once.
- One-on-One Mentor-Mentee Discussions will include an assigned monthly topic.
 - Topics include:
 - Mutual agreement on Mentee's self-selected learning outcomes (goals), objectives to meet goals, and criteria for evaluating success
 - Economic Development Language and Tools
 - Partners for Economic Development (local, state and federal)
 - Growth as an Economic Development and Community Leader
 - Workforce Development
 - Business Retention and Expansion Strategy
 - Strategic Planning and Building Organizational Capacity
 - Entrepreneur Development
 - Business Attraction
 - Each topic will be introduced through a pre-selected article, book, video or webinar. Webinars will be IEDC approved.

In-Person Mentoring Program Meeting: 2018 Fall WEDA Conference

- Mentors and Mentees will meet at the 2018 Fall WEDA Conference for a shared learning opportunity and to check-in on progress. The Fall conference is generally in September and the mentoring meeting is held the day before the full conference begins. We also ask that you put this on your calendar early so you are prepared to attend.

Evaluation and Graduation: WEDA Winter Conference 2019

- Prior to the WEDA Winter Conference, the mentor and mentee will complete an evaluation of the Mentoring Program including progress/completion of the Mentee's self-selected goals.
- At the 2019 WEDA conference (date TBD), we will have a special ceremony to recognize the mentors and mentees that have completed the program. Mentees will receive a certificate of completion and mentors will receive a gift in recognition of their contribution to the program.

Application - Mentee

The Mentee registration fee is \$145 per person, which will be due once accepted in the program. Mentees will be provided: printed material for orientation, *Introduction to Economic Development* (IEDC), and *one other book*. Each mentee that completes the program will receive a certificate. Mentee will be responsible for WEDA conference registration fees and associated travel expenses. Scholarships are available through WEDA. Email it to bashby@thealignteam.org or fax to 307-778-3943. If you have a question, call 307-772-9146.

Mentee Information:

Name: _____

Position/Title: _____

Organization: _____

Address: _____

Email: _____ Phone: _____

Months/Years spent as ED professional? _____

Previous profession? _____

What is your desired outcome from participating in the WEDA Mentoring Program?

Do you have current or former mentors in the field of economic development? If yes, please provide names:

Requirements for Mentee Graduation

- Coordinate with mentor on setting dates for monthly discussions
- Complete assignment each month (selection of learning goal, read assigned article on topic, listen to podcast, participate in webinar, watch a video, etc.); usually up to one hour
- Complete one-on-one monthly conferences with mentor; date to be selected by mentee and mentor
- Must attend WEDA Conferences: February 2018, Fall 2018 and January 2019 (*exception can be made in extenuating circumstances*)
- Report on Self-Selected Outcome by January 2019

I can complete the requirements of the program as outlined above.

Signature

Date