

Training Mentor Roles, Responsibilities, and Capabilities

Training Mentors for Program Evaluator Candidates

“Mentoring is the act of helping another learn”.
(*Managers as Mentors: Building Partnerships for Learning*, Chip R. Bell).

What is mentoring?

Mentoring requires the following:

- Mutual trust, developed as a result of mutual respect
- Commitment to growth and discovery, through support and challenge;
- Openness to give and receive help and feedback;
- Commitment to action and results, the ability to make it happen.

Why Mentor?

Many of the reasons for mentoring are the same reasons that engineering professionals volunteer to serve their professional societies and universities through participating in the accreditation process. The act of mentoring allows a volunteer to give back to their profession. Mentoring also benefits the overall accreditation process in that it supports and speeds up a volunteer’s learning time. It creates inclusion and membership. Mentoring can also reduce the chances for mistakes, frustration, confusion, and misunderstandings. Many mentors experience a deep sense of satisfaction in sharing in the mentee’s learning experience and seeing the PEV experience through “fresh eyes.”

Expanding the ABET Mentor’s Role: While some member societies already use mentors, a recommendation from the Participation Project was to expand the role throughout the entire organization so that every PEV Candidate (PEVC) would have access to a training mentor prior to beginning the pre-work for the Face-to-Face PEV training.

Therefore, training mentors will be encouraged to:

- Initiate contact with the PEVC before and during training.
- Build rapport with the PEVC, so that PEVC will be able to share concerns and ask questions.
- Serve as a communications conduit or liaison between PEVC, member society, and training facilitators whenever necessary.
- Provide feedback to PEVC during the pre-work phase on strengths and potential developmental areas and how to address those developmental areas.
- Make contact with PEVC after the Face-to-Face training session to debrief and reinforce key learning from the training
- Communicate with member society regarding PEVC preparation for training and readiness for a visit..

The training mentor is not the same as the Team Chair, but they have a very important role in the learning cycle of the PEVC. The Team Chair could be considered a direct

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supervisor (responsible for the day-to-day running of the site visit), while the training mentor is considered an advisor and resource to the PEVC before, during and immediately after training

Training Mentor Capabilities

PEVCs will get the most out of their learning experiences, when paired with a training mentor who models the PEV competencies and represents the organization well. Ideally, training mentors will possess the following capabilities:

- Able to model PEV Competencies (technically current, effective communicator, interpersonally skilled, team oriented, professional, organized).
- Able to apply experience as a PEV to answer questions for PEVC before, during, and immediately after training.
- Is current in and able to apply knowledge of outcomes based accreditation as well as accreditation processes, procedures, and requirements.
- Demonstrates a flexible style which facilitates different learning styles as well as backgrounds and experiences (i.e. industry vs academia).
- Able to bring personal background and experiences as Team Chair/PEV with draft statements, on-site experiences, which contribute to PEVC understanding and ability to make appropriate judgments which represent ABET and member societies well.
- Able to build trust and mutual respect in order to provide supportive relationship with PEVC.
- Able to help PEVC understand roles and responsibilities of team members, team chair, and the importance of being a team player.
- Represents ABET and member societies well.
- Shows professional respect for team chairs, member society liaisons/volunteers, and ABET staff.
- Upholds ABET Code of Conduct at all time.

Training Mentor Responsibilities

The Training mentor responsibilities begin once the PEVC has been selected and notified of the requirements for training. Following are the detailed responsibilities:

Pre-work

- Make contact with the PEVC in a timely manner after assignment.
- Be available to answer any questions regarding the pre-work for Face-to-Face Training
- Be familiar with the pre-work content and requirements.
- Make contact with PEVC if pre-work deliverables have not been received three weeks prior to the Face to Face PEV training. (Deliverables need to be posted on the Training Website.)
- Discuss PEVC preparation for training and readiness for a visit with member society liaison.

Face- to- Face Training

- Make contact with PEVC after the Face-to-Face training session to debrief and reinforce key learning from the training