

Team Up! *with* **Coach CoNB**

The City's mentoring program encourages and supports City employees in their personal and professional development with a variety of opportunities such as job-shadowing, cross-training, and mentor/protégé partnerships.

- **Internal/External Departmental Job-Shadowing:** Job-Shadowing will allow employees to gain basic insight about the standard tasks and responsibilities of other City employees/departments, either from within the Applicant's internal department or in a different, external City department.

For example, an employee from the Civic Center who is interested in other positions within the City may shadow a representative from the Library to learn more about its standard working environment.

- **Internal/External Departmental Cross-Training:** Cross-Training will allow an employee to receive firsthand, task-specific training from other City employees, either from within the Applicant's internal department or in a different, external City department.

For example, a new departmental Administrative Assistant may request training from Accounts Payable representatives regarding how to properly code invoices.

- **Mentor/Protégé Partnership:** A Mentor/Protégé Partnership offers the flexibility of specific, short-term goals such as obtaining public-speaking tips or a long-term partnership supporting professional growth such as leadership techniques.

By applying, you are agreeing to the goals and purpose of the mentoring program, including maintaining the confidentiality of any sensitive information that may be discussed during the mentoring process.

If you would like to participate in the program, please fill out a Coach CoNB application form, provide it to your supervisor for their review and approval, and send the department-authorized form to the Human Resources Department to process the application. Additional information may be requested during the review of the application.



Coach CoNB Application Form

Applicant's Name (please print): _____

Phone: _____ (Home) _____ (Work) _____ (Mobile)

E-Mail Address: _____

Department/Division: _____ **Supervisor's Name:** _____

Interested in (select one of the following):

- **JOB-SHADOWING:**
Department/Division: _____
Job Task/Role (if applicable): _____

- **CROSS-TRAINING:**
Department/Division: _____
Job Task (if applicable): _____

- **MENTOR/PROTÉGÉ PARTNERSHIP:**
Name of Mentor Requested: _____

Brief Description of Availability and Anticipated Goals (if applicable):

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Departmental Use Only:			
Reviewed By: (Department Supervisor)		Title:	
Request Approved: (Y/N)		Date:	
Reviewed By: (Human Resources)		Title:	
Request Approved: (Y/N)		Date:	