My mentor coached me and encouraged me to do my best. I was connected with resources and now feel more comfortable and confident in my job. This was a worthwhile experience!

Shanna Brinegar, Mentee
Office of Diversity and Inclusion

The mentorship program helped me build valuable relationships with other mentors, and helped me improve my leadership skills.

Linda Soule, Mentor
Office of Marketing and Media

My experience was a very positive one. My mentor helped me realize I needed to work even smarter and helped me learn how to do this. She also encouraged me to grow in my position. Our meetings were very productive and my mentor was always well prepared.

Teresa Cadwallader, Mentee
College of Engineering

I enjoyed the valuable information and constructive hints shared among mentors at our peer coaching sessions.

Barbara Welch, Mentor
College of Liberal Arts

CAAMP sponsored by:
Office of the Provost
Department of Leadership and Organizational Development
URL: http://www.purdue.edu/provost/shtml/initiatives/caamp.html

Office of the Vice President for Human Resources
401 S. Grant St.
West Lafayette, IN 47907
E-mail: caamp@purdue.edu
Phone: 765-494-6847
CLERICAL AND ADMINISTRATIVE ASSISTANTS MENTORING PROGRAM (CAAMP)

CAAMP is a volunteer program that pairs experienced mentors from all campus units with support staff mentees. Administrative Assistants, Clerk Vs and Secretary Vs will serve as mentors for support staff mentees interested in professional development. This is a six-month program.

HOW THE PROGRAM WORKS

Once matches are made the mentor will meet with the mentee to determine the focus for coaching using one of the In Scope areas. Objective questioning and non-evaluative observations by the mentor will prompt meaningful discussions allowing the mentee to analyze patterns, share insights, self-assess, reach conclusions and plan improvements to enhance work processes and relationships. These leadership and analytical skills produce self-confident and competent professionals who work collectively in behalf of the organization.

MENTEES

This role requires a willingness to actively work with and learn from the experience and wisdom of a mentor.

Mentees can expect to:

- Receive support and encouragement for professional development
- Choose what they want to work on from the four In Scope areas
- Develop a six-month improvement plan
- Be coached on how to reach their goals

Supervisor can expect:

- Assurance that your support staff member has a support network beyond the office
- To be actively engaged in the professional skill development of your support staff member by using this program to enhance performance
- Introduction to resources across campus for your support staff member

MENTORS

This role assumes the responsibility of an experienced, caring person who agrees to assist and build a relationship with the mentee to facilitate professional growth.

Mentors can expect to:

- Receive hours of training on how to develop your coaching skills by senior experienced coaches at monthly sessions
- Augment your network and information channels
- Enhance your leadership skills

HOW DO I PARTICIPATE?

E-mail caamp@purdue.edu if you’re interested in serving as a Mentor/Mentee or would like to nominate someone.