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## WELCOME PACKET

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So glad you're here! Whether you're ready to be a mentor, mentee, accountability partner, or just network—you can jump in and start making connections on POLARIS. You will find information in this packet to help you get started. Begin by completing your profile and reaching out to others to find a partner, working through the self-study modules, and posting your thoughts on the feed.

### ***START HERE...***

#### **I. Introduction to POLARIS (15 min.)**

You're officially welcomed to the platform! Get to know the POLARIS team and learn about who else is on the platform, the goals of this project, and how the mentoring program works.

- a) View videos to meet the POLARIS team:
  - [Toni Guglielmo PhD](#), Director, MLI@CGU
  - [Becky Reichard PhD](#), Director, LeAD Labs@CGU
  - [Ariana Mungia](#), Program Assistant, MLI@CGU
- b) Read [Welcome to POLARIS](#) letter.
- c) Look at our [FAQ document](#) to better understand the goals of the mentoring program and the mechanics of matching.
- d) View these brief videos for help navigating the platform:
  - [How to Update Your Profile](#)
  - [How to Connect with Others](#)
  - [How to Search the Directory](#)
  - [How to Register for Events](#)
  - [How to Post on the Feed](#)

#### **Mentoring Relationships:**

Before you begin a mentoring relationship, review the [POLARIS Mentoring Expectations and Guidelines](#). Prepare for your first meeting together using the [Mentoring Agreement and Worksheet](#).

#### **Accountability Partners:**

You have an opportunity to work with a peer-mentor as Accountability Partners. Review the [POLARIS Accountability Partners Expectations and Guidelines](#). Prepare for your partnerships with the [Accountability Partners Agreement](#) and [Worksheet](#).

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## II. Leadership Self-Study (2.5 hrs.)

**All museum professionals** on POLARIS are invited to complete the [Leadership Self-Study: Effective Leadership Frameworks](#). This self-paced module is a tool that can help you understand your leadership strengths. It is also a good tool for mentees to help chart a course for the the mentoring partnership. This module organized into three sections outlined below, and includes slideshows, videos, readings, a self-assessment and a planning tool, and feedback activities.

- I. **Nexus LAB Layers of Leadership Framework**, a roadmap for museum professionals as they navigate their roles and the challenges of leading self, leading others, leading their department(s), leading the organization, and the profession. (30 min.)
- II. **6PLeadership Framework**, a framework developed especially for cultivating skills that can strengthen your leadership. (30 min.)
- III. **A free LeADself Assessment and a Leadership Development Plan (LDP) template** for building your self-awareness, identifying your areas of growth, and crafting a personalized plan. (1.5 hrs.)

## III. Mentee Self-Study (3 hrs.)

**Museum professionals with 2+ years of experience** in the museum field are eligible to be mentees on POLARIS. Mentees are expected to complete the [Mentee Self-Study: Maximizing Success as a Mentee](#) as a form of training. This self-paced module is organized into two sections and includes slideshows, videos, readings, and interactive and feedback activities as outlined below:

- I. **What is Mentoring?** Define mentoring and how it applies to working with POLARIS mentors. Effectively build rapport by demonstrating motivation and showing respect through listening. (1 hr.)
- II. **Phases of Mentoring and Key Mentee Behaviors.** Recognize the three phases of mentoring and identify key mentee behaviors for each. Set the direction for the relationship by communicating awareness of your developmental needs. Successfully progress through pro-active and committed goal pursuit and by seeking mentor feedback. (2 hrs.)

## IV. Mentor Self-Study (3 hrs.)

**Museum professionals with 7+ years of experience** in the museum field are eligible to be mentors on POLARIS. Mentors are expected to complete the [Mentor Self-Study: Maximizing Success as a Mentor](#) as a form of training. This self-paced



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module is organized into two sections and includes slideshows, videos, readings, and interactive and feedback activities as outlined below:

- I. **What is Mentoring?** Define mentoring and how it applies to working with POLARIS mentees. Understand the benefits mentoring. (1 hr.)
- II. **Phases of Mentoring and Key Mentor Behaviors.** Recognize the three phases of mentoring and identify key mentor behaviors for each. Learn how to build rapport and support setting the direction of the mentee's leadership development. Successfully progress through the relationship by providing constructive feedback and challenges. (2 hrs.)



**FEEDBACK:** We will be asking for your feedback throughout this process. Please feel free reach out to the POLARIS team at any time.

***CONGRATULATIONS!***

**You have now reviewed the Welcome Packet.  
Make the most of your experience on POLARIS!**

For general inquiries, please contact [polaris@cgu.edu](mailto:polaris@cgu.edu).