



WELCOME PACKET

START HERE...

I. Introduction to POLARIS (20 min.)

- a) View videos to meet the POLARIS team:
 - [Toni Guglielmo PhD](#), Project Director, POLARIS
 - [Becky Reichard PhD](#), Director, LeAD Labs@CGU
 - [Melody Kanschat](#), Executive Director, MLI@CGU
 - [Riju Mondal](#), Digital Content Producer, MLI@CGU
- b) Read [Welcome to POLARIS](#) letter.
- c) Before you begin a mentoring relationship, review the [POLARIS Mentoring Expectations and Guidelines](#).
- d) Learn about the Annual Mentoring Program and download the [Mentoring Agreement and Worksheet](#).

II. Leadership Self-Study (2.5 hrs.)

All museum professionals on POLARIS are expected to complete the [Leadership Self-Study: Effective Leadership Frameworks](#). This self-paced module is organized into three sections, and includes a slideshow, 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. **6P Leadership Framework**, a framework developed especially for cultivating skills that can strengthen your leadership. (30 min.)
- III. **A LeADself Assessment and Leadership Development Plan (LDP)**, for building your self-awareness and identifying your areas of growth and 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 and can join the Mentee Group on the platform. Mentees are expected to complete the [Mentee Self-Study: Maximizing Success as a Mentee](#). This self-paced module is organized into two sections and includes a slideshow, video, readings, and interactive and feedback activities

- 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 and can join the Mentor Group on the platform. Mentors are expected to complete the [Mentor Self-Study: Maximizing Success as a Mentor](#).

- 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 assistance, please contact mli@cgu.edu.