

**BIG "I" MENTORSHIP PILOT PROJECT
MENTEE SCHEDULE AT A GLANCE**

OCTOBER – PROGRAM INTRODUCTION	
Oct 1-18	Mentee/Mentor: Orientation into the Mentorship Program
Oct 20	Mentor Match Day!
Oct 23- 31	Mentee/Mentor: Connect on 30 Minute Introduction Call (Icebreaker Questions Provided via Email)

NOVEMBER	
WEEK ONE (Nov 1-10)	Review Webinar Part One, Understanding Your Agency Operating Style
WEEK TWO (Nov 13-17)	Complete workbook pages for part one and submit self-evaluation page to mentors
WEEK THREE (Nov 20-24)	Connect with Mentors on 30 Minute Call
WEEK FOUR (Nov 27-30)	Alternate Week to Connect with Mentors on 30 Minute Call

Reminder: Thanksgiving, Nov 23

DECEMBER	
WEEK ONE (Dec 1-8)	Review Webinar Part Two, Employees, Your Key to Increased Productivity
WEEK TWO (Dec 11-15)	Complete workbook pages for part two and submit self-evaluation page to mentors
WEEK THREE (Dec 18-22)	Connect with Mentors on 30 Minute Call
WEEK FOUR (Dec 25-29)	Alternate Week to Connect with Mentors on 30 Minute Call

Reminder: Christmas, Dec 25

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JANUARY	
WEEK ONE (Jan 1-5)	Review Webinar Part Three, Preparing for the Company Visit
WEEK TWO (Jan 8-12)	Complete workbook pages for part three and submit self-evaluation page to mentors
WEEK THREE (Jan 15-19)	Connect with Mentors on 30 Minute Call
WEEK FOUR (Jan 22-26)	Alternate Week to Connect with Mentors on 30 Minute Call

Reminder: Martin Luther King Day, Jan 15

FEBRUARY	
WEEK ONE (Feb 1-9)	Review Webinar Part Four, Yearly Planning & Agency Goal Setting
WEEK TWO (Feb 12-16)	Complete workbook pages for part four and submit self-evaluation page to mentors
WEEK THREE (Feb 19-23)	Connect with Mentors on 30 Minute Call
WEEK FOUR (Feb 26-28)	Alternate Week to Connect with Mentors on 30 Minute Call

Reminder: Presidents Day, Feb 19

MARCH – PROGRAM CONCLUSION	
WEEK ONE (Mar 1-9)	TBA Directions for Special Assignment
WEEK ONE/TWO (Mar 12-16)	Submit special assignment to mentors (details tba)
WEEK THREE (Mar 19-23)	Connect with Mentors on 30 Minute Call
WEEK FOUR (Mar 26-30)	Alternate Week to Connect with Mentors on 30 Minute Call

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RIGHT START TRAINING SERIES CURRICULUM

Part One: Understanding Your Agency Operating Style

- Learn Your Agency's Operating Style
- Identify Strengths, Weaknesses, Opportunities and Threats
- Develop Your Agency's Value Proposition

Part Two: Employees, Your Key to Increased Productivity

- Evaluate Employee Job Design
- Determine Growth Goals
- Utilize Tracking and Reporting

Part Three: Preparing for the Company Visit

- Prepare for Key Discussions with Company Representatives
- Understand the Carrier Agency Appointment Process
- Learn How to Best Use Company Production Records

Part Four: Yearly Planning & Agency Goal Setting

- Establish a Process for Setting Goals
- Build Carrier Loyalty
- Utilize Retention, Rounding and Referrals

MENTOR / MENTEE CALL DATES

Calls should be scheduled within 3rd and 4th weeks of each month.

- November 20 -30
- December 18-29
- January 15-31
- February 19 -28
- March 19-3

***Holidays:** Thanksgiving, November 23; Christmas, December 25; New Years, January 1; MLK Day January 15; and Presidents Day, February 19

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