

PEER PROGRAM SYLLABUS

Objective:

This is a professional growth opportunity for all full-time employees that strengthens collaboration and connection throughout our workplace culture. The purpose is to have a value added experience which enhances and builds team work while developing an appreciation and understanding of other areas of the college and your colleagues.

Duration:

The duration of the program is to be agreed upon between peer participants/hosts and applicable supervisors. Calendars and time out of the office to accommodate the planned schedule should be agreed upon by participants and appropriate supervisors. At a minimum, the program should be four to six part series of meetings (one hour in length) between the two employees over the course of a semester.

Scope:

PEER Pair and Share is available for all full-time employees in all functions of the College.

Benefits:

For the PEER participant	For the Host
Understand how other departments work	Network with colleagues from different areas
Learn from the experience of colleagues	Share your experience with others
Understand and appreciate how other roles support our institution	Learn from your peer participant
Understand and appreciate other needs and priorities outside of your established role	The opportunity to view and reflect on your own area of work supported by a “fresh eyed” perspective
Understand why things work the way they do	Develop coaching/mentoring skills
Establish relationships with colleagues throughout the College	Establish relationships with colleagues throughout the College

Agreement of Confidentiality:

Visiting staff members may be exposed to and be able to access information that is confidential and/or legally privileged. Participating staff members are expected to respect the level of confidentiality.

How does it work?

- PEER participant researches and identifies a role or area at the College of interest to them for a peer experience.
- PEER participant should have a conversation with and seek approval from their supervisor to participate in program.
- PEER participant reaches out to the individual they have in mind to serve as the host.
- If said individual is agreeable, they should also get approval from their supervisor.
- Complete application.

Roles and Responsibilities:

PEER Participant

- Have a conversation with supervisor to ensure the timing is right to pursue this opportunity.
- Research the host and department prior to completing the application.
- Reach out to host to mutually agree upon learning objectives.
- Complete application.
- At the conclusion of the experience, provide your host with feedback and reflections on what you have learned

Optional - share experience with the greater College community through Lunch and Learns or other professional development opportunities.

Host

- Attend PEER overview session.
- Minimally, meet with visiting employee at least four to six times in the academic year.
- Provide support and direction in the following areas:
 - Information about the host's responsibilities and department
 - Campus resources
 - Balance and prioritization
 - Other socialization issues as needed

Meeting Descriptions

Meeting 1: Introductions and Overview

Introduce yourselves, your backgrounds, and your career journeys here at MVCC. Host and peer participant share what they are expecting from this program and what they would like to learn.

Meeting 2: Host Overview

Provide a 101 of major responsibilities, daily responsibilities, job description, and department overview

Meeting 3: Employee Engagement

How do you stay motivated? What does organizational culture mean to you? What does your best day at work look like?

Meeting 4: Networking and Strengths

Who have you learned from while working here? Who at the College is critical in how you get your work done? How do you partner with other departments? Tips for effective communication. Share your top five strengths. How do you get your work done using your strengths?

Meeting 5: Reflection

What did you both gain from this experience? Did the experience answer the questions you were looking to answer?

What's next?

Questions to help guide the conversation

- What education/training did you have before taking this role?
- How helpful was it in getting you the role and supporting you in the role?
- Are there any other experiences – work or non-work related – that have supported you in your career?
- If you could go back in time would you do anything differently in preparation for this career path?
- What qualifications do you feel are important for this role?
- What personal qualities do you need to succeed in this role?
- Why did you apply for this role? Job Pros & Cons
- Would you choose the same occupation if you were just starting out? Why or why not?
- Why did you choose this career/role? Was it what you expected it to be?
- What is your favorite thing about your current role?
- What do you feel are the most challenging elements of your role?
- Could you give me an example of a typical day for you in this role?
- What do you spend most of your time doing?
- In terms of a career path what would that look like for this sort of role? Where could you progress to?
- What other departments do you routinely work with? How do you effectively communicate?
- How important is team work to this role?
- How often do you work alone?
- How much of the work is self-directed and how much is regulated by others?
- What are usual work patterns like in this role?