

Overview of Mentoring Program

The Tribal Housing Mentoring Program aims to enhance the professional development of tribal housing personnel through structured mentoring relationships. This program will include various forms of mentoring such as peer, tenure, and executive-to-entry/mid-level mentoring, addressing the needs and goals of individuals at different career stages.

Objectives

- To facilitate knowledge transfer and skill development in tribal housing management.
- To improve employee retention, satisfaction, and engagement.
- To support diversity and leadership development in tribal housing organizations.

Forms of Mentoring

1. Peer Mentoring: Fostering mutual learning and support among colleagues at similar career levels.
2. Tenure Mentoring: Experienced staff guiding less experienced staff, sharing insights from years of service.
3. Executive to Entry/Mid-Level Mentoring: Senior leaders providing guidance to newer employees, helping them navigate organizational culture and career growth.

Benefits of the Mentoring Program

- Enhanced employee retention and satisfaction.
- Increased organizational citizenship behavior.
- Effective support for new employee onboarding.
- Development of high-potential employees.
- Promotion of diversity in leadership.

Program Structure

1. Pre-Program Needs Assessment: Evaluate current knowledge and mentoring needs among staff. (Complete)
2. Mentor and Protégé Selection: Based on interests, expertise, and program goals. Initiatives like personal outreach and informational sessions to recruit participants.
3. Training and Development:
 1. For Protégés: Training in tribal housing best practices, leadership development, and specific skills based on individual needs.
 2. For Mentors: Must complete the Executive Director Certification program and receive training in mentoring skills and program goals.
4. Matching Process: Utilize tools like Myers-Briggs assessments to match mentors and protégés, ensuring compatibility and mutual benefit.
5. Action Learning Projects: Mentors and protégés collaborate on projects that contribute to professional growth and organizational goals.

Implementation Phases

1. Kick-off and Training: Official start of the program with introductory training for all participants.
2. Ongoing Mentoring: Regular meetings between mentors and protégés, with structured activities and open dialogues to facilitate learning.
3. Support and Resources: Provide continuous support through administrative assistance, training materials, and platforms for communication.
4. Evaluation and Feedback: Regular assessments to gauge the program's effectiveness and make necessary adjustments.

Support and Infrastructure

- Organizational Support: Endorsement from top management, housing directors, and the Board of Commissioners.
- Administrative Support: Allocate necessary resources including funding and staff time.
- Technology and Resources: Utilize platforms like SharePoint for documentation and communication among participants.

Rewards and Recognition

- Develop a reward structure to recognize and celebrate achievements within the mentoring program, including both extrinsic and intrinsic rewards.

Ensuring Success

- Establish clear roles and responsibilities for all participants.
- Regular check-ins and evaluations to monitor progress and address challenges.
- Promote a mentoring culture aligned with organizational values and mission.

Sustainability and Growth

- Plan for the long-term success and expansion of the mentoring program, ensuring continuous improvement and alignment with organizational goals.

By integrating these elements, the Tribal Housing Mentoring Program will cultivate a supportive environment where employees can develop their skills, advance their careers, and contribute to the success and sustainability of their organizations.

Tribal Housing Executive Director Certification Program

Overview

The proposed Tribal Housing Executive Director Certification Program aims to enhance the expertise and leadership of professionals in the tribal housing sector. The program covers

comprehensive training in legal, regulatory, financial, managerial, and operational aspects of tribal housing.

Curriculum Summary

1. **Legal and Regulatory Compliance:** Focuses on in-depth training in key regulations and compliance for programs like NAHASDA, OMB guidelines, procurement laws, and Davis Bacon Act, alongside an overview of grant programs like ICDBG and IHBG.
2. **Tribal Housing Programs:** Examines housing models like Mutual Help and Low Rent, covering tenant responsibilities, operational guidelines, and funding eligibility for housing activities.
3. **Project/Program Management:** Offers advanced training in financial and grant management, emphasizing budgeting, compliance, and reporting.
4. **Leadership and Management:** Develops leadership skills through workshops on personal style, assertive communication, conflict resolution, and servant leadership principles.
5. **Human Resources:** Addresses recruitment, retention, job description and compensation management, disciplinary actions, and generational dynamics in the workplace.
6. **Professional Development:** Trains in strategic planning, grant writing, and community engagement, aimed at enhancing professional skills and organizational impact.
7. **Property Management:** Focuses on admissions, occupancy, rent calculations, and tenant selection processes, including policies for addressing grievances and nepotism.
8. **Construction and Rehabilitation:** Covers project planning, procurement, capacity building, and total development cost management.

Certification Requirements

Participants must:

- Host a strategic planning session with staff.
- Complete an Indian Housing Plan post-session.
- Present the plan to the Board of Commissioners (BOC) or Tribal Council.
- Pass the ED Certification Test.

Conclusion

This certification program is designed to build a cadre of highly skilled and knowledgeable leaders capable of navigating the complexities of tribal housing, ensuring sustainable development and operational excellence in the sector.