


# THE FUTURE OF WORKFORCE DEVELOPMENT

Raising The Bar For Field Leadership

## Mentor Program Playbook 4.0

Performance
CONTRACTORS, INC.

# FROM THE GROUND UP

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Mentor Program Mission

# INSPIRE FIELD LEADERS

To Become Better

MENTORS | RECRUITERS | TRAINERS

The Mentor Program focuses on recognizing and rewarding valuable employees and moving them up the ladder of success. While creating a more effective workforce, this initiative challenges field leaders to raise the bar in safety, quality, workforce development, and productivity for themselves and the crew members they supervise.

# HOW IT WORKS

Getting in the Game and Becoming the Best You Can Be

## MENTORS MAKING AN IMPACT

We're looking for field leaders who set themselves apart by investing in their crews and truly mentoring them to be the best across the following categories:

### FLIP

Examples of going above and beyond in promoting and executing the requirements set forth in the FLIP Playbook include:

- Suggesting new ideas or topics for FLIP videos
- Engaging in 1-on-1 discussions with crew members regarding recent FLIP topics
- Working with management to develop an execution plan for FLIP

### NCCER

Examples of going above and beyond in promoting NCCER Certifications include:

- Setting up NCCER testing sessions with crew
- Becoming an NCCER Certified Craft Evaluator and administering NCCER hands-on evaluations
- Mentoring crew members on the results from NCCER training prescriptions

### Craft Training

Examples of going above and beyond in promoting internal and external workforce development efforts include:

- Enrolling entry level craftsmen in ABC School
- Mentoring entry level craftsmen on the topics they are learning in ABC school
- Setting up after hours craft training sessions
- Participating in any onsite or offsite craft training
- Becoming a craft instructor at ABC
- Involvement with local high schools and technical colleges
- Donating materials to partnered training facilities

## Safety

Examples of going above and beyond in promoting safety at every level of construction include:

- Participating in site safety programs and safety meetings
- Utilizing stop work authority
- Utilizing EHS Key Safety Elements on Portal
- Mentoring crew on EHS policies and procedures
- Taking housekeeping to the next level

## Employee Promotions

Examples of going above and beyond in recognizing and rewarding valuable employees include:

- Mentoring and coaching entry level craftsmen to expand their understanding of the industry and their roll
- Promoting entry level to craftsman, promoting craftsman to foreman, etc.
- Moving employees up the ladder of success

## Quality

Examples of going above and beyond in setting the standard of quality include:

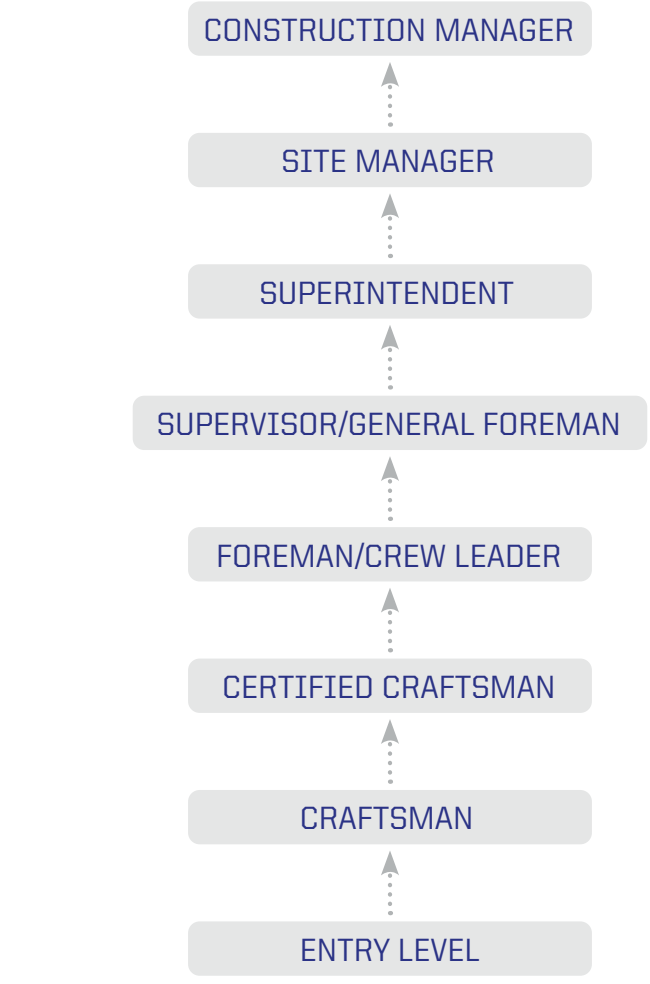
- Submitting perfect packages
- Utilizing QFEP
- Mentoring crew on quality policies and procedures
- Coaching crew members through quality obstacles

## Recruiting/Retaining Employees

Examples of going above and beyond in developing our talented workforce include:

- Recruiting new employees to the company including Veterans and active military
- Getting to personally know your crew members
- Retaining core employees in crew
- Utilizing ABC for entry level craft positions
- Utilizing the Workforce Development Database
- Participation in the Built to Serve Military Workforce Development Program
- Conducting yourself in a manner that is respected, motivational, and inclusive

# LADDER OF SUCCESS





# ELIGIBILITY

To qualify for the program, you must be a Non-Staff Superintendent or General Foreman/Supervisor.

# NOMINATIONS

## & Submission Dates

If you work with someone that's gone above in every aspect of mentoring at Performance, we want to hear about it! Any Performance employee may submit nominations to **mentorprogram@performance-contractors.com.**

**Quarterly Submission Dates:**

**Q1:** Start on 1/1 ····▶ deadline for submittal is 3/31

**Q2:** Start on 4/1 ····▶ deadline for submittal is 6/30

**Q3:** Starts on 7/1 ····▶ deadline for submittal is 9/30

**Q4:** Starts on 10/1 ····▶ deadline for submittal is 12/1

# SELECTING WINNERS

Once the application is received it will be sent to the project manager and field manager for approval. Once approved, the HR/Training department will review and announce a winner at the end of each quarter. At year end, the HR/Training department will review each approved application and select the grand prize winners!

# REWARDS

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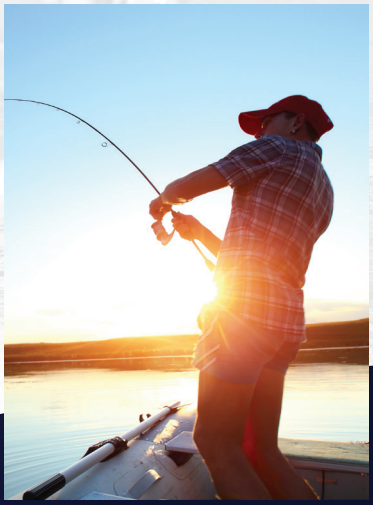
Quarterly winners will receive a $250 gift card and will be entered into the pool for the annual grand prize. At the end of each year, one winner from each division will be selected to win the grand prize.

## The grand prize will consist of an all expenses paid, first class excursion:



### Deer Hunting Excursion

Hunt white tail deer in the piney woods of Mississippi.



### Trout Fishing Excursion

Cast for Specs and Reds in the coastal waters of Mississippi & Louisiana.

# FREQUENTLY ASKED QUESTIONS

### Who is eligible to participate?

Non-Staff Superintendents, General Foreman

### How do you nominate someone?

Complete the "2022 Mentor Program Application" located on SharePoint and send to **mentorprogram@performance-contractors.com.**

### How do you find the '2022 Mentor Program Application?'

Go to Performance Portal > Departments > Building America Careers > Print 2022 Mentor Program Application

### Do I have to fill out all categories on the application?

All categories are encouraged but you can submit an application with a mentor who went above and beyond in a single category.

### Who can nominate someone?

Any Performance employee can submit a nomination.

### Who do I contact if I have questions?

Trista Mabile, Kenny Derouen, or email question to **mentorprogram@performance-contractors.com**

### How many winners will be chosen?

One winner from each division will be chosen quarterly by the HR/Training Department.
One winner from each division will be chosen annually by the HR/Training Department.

### When will winners be announced?

Quarterly winners will be announced at the end of each quarter.
Annual winners will be announced at year end.

**Need More Information?**

Email your questions to mentorprogram@performance-contractors.com or visit the Building America Careers SharePoint page.




Your commitment to this program and your passion for continuous career growth drives our people to do better every day. We look forward to recognizing each individual who leads the charge to build a better future for Performance.

# ARE YOU READY TO BUILD BETTER?




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