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Home of The Secret List

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Everyone Goes Home

Weekly Fire Drill

Mentoring Programs

Company Level Mentoring Program

Background: As a company officer, one of the most valuable organizational development processes you can utilize is to mentor your replacement. This replacement may be used for short time replacement such as vacation or other time-due or for longer term use if you are being promoted or retire. If you have the ability to prepare the person who relieves you, the mentoring process lets you communicate your expectations to the person who will relieve you. There are many techniques used in this process including job shadowing, participative training or straight delegation. No matter what technique you use, the key is to ensure consistency in any short or long term transition of leadership. As new leaders begin their watch, they can then incorporate their own styles of management and leadership based on what you have passed along.

Company Mentoring Ideas

1. Review and discuss your complete job description including all required duties and responsibilities.
2. Allow the officer candidate to complete some of your routine tasks or duties under your direction and supervision. Coach for success with appropriate controls and support. Program them for success.
3. Work with the candidate to set-up goals for education and professional development for training and courses that will help them prepare for future roles and responsibilities.
4. Review rules and regulations and policies that the candidate may have to enforce when they act in this new capacity. Make sure they understand how the chain of command works and who they are expected to report to and who reports to them.
5. Create an “in-basket” type of exercise showing them all of the daily routine parts of your job.
6. Have an open and frank discussion about your most trying experiences and how you would do things differently if given the chance to do it over again.
7. At non-emergency or after action incidents, review your decision making process and discuss the rationale for how you made your incident action plan.
8. Create a positive culture of understanding by encouraging candidates to make decisions and follow through on them.
9. Always share safety related behaviors with the officer candidate. Whatever tricks of the trade you have picked up must be passed along.
10. Be a positive role model, someone who others would like to model themselves after.