The MCC Leadership Institute advances effective leadership, empowers faculty and staff with a sense of community, and promotes civility and ethics through practice, mentoring and professional development

Leadership Institute’s Shadow Program

What is Job Shadowing?

Job shadowing provides an opportunity to follow an individual as he/she performs workplace tasks. This way, you are able to experience the work environment and better understand the types of skills and knowledge that are needed for specific occupations. Job shadowing supports your professional development and improves our college by providing opportunities for individual and organizational succession planning and goal attainment.

What are the benefits of Job Shadowing?

Rolled out at MCC in the fall of 2010, dozens of our colleagues have participated to date…

“Shadowing a colleague gave me the opportunity to see what they do and helped to build a bridge between our departments”

“When I shadowed someone I was able to see what professional path(s) might interest me”

And here is why:

- Succession planning is also about ensuring that the next line of leaders is in place, ready to take the next step when needed; organizations that do this well benefit from increased employee direction and motivation, greater responsiveness to change and higher long-term effectiveness.
- Succession planning also helps individuals think about what’s next in their career. Job shadowing provides you with career exploration, options, and information that may be otherwise unavailable.
- Job shadowing can identify and develop strategic talent and interest among our faculty and staff.
- It is a great form of team-building…being able to see first-hand what a person or a department does (and/or having others see you) strengthens our team immeasurably.

How can I participate?

Participation in this program is completely voluntary! You can take part in one of three ways:

✔ You can shadow someone
✔ You can have someone shadow you
✔ You can both shadow someone and have someone shadow you (not necessarily the same person)

To shadow someone, simply complete the bottom portion of the attached form and return it to Debbie Colucci, MS #2 or via email (dcolucci@mcc.commnet.edu) by October 17, 2012. Pairings will be sent out the week of October 22, 2011.

Details of the shadowing (date, time, duration) will be determined by the two participants. If you are being shadowed, please keep in mind that the experience should be meaningful. You will have until February 3rd to complete your shadowing.

2012-1013 Advisory Board:

Ben Breault    David Caldwell    Lois Coleman    Debbie Colucci    Duncan Harris
Martin Hart    Kathy Kern        Paul Mounds      C.K. Pai         Sandra Rimetz
Jacqueline Spector Charlene Tappan Sara Vincent Elaine Wiatr Debbie Wilson
Leadership Institute’s Job Shadow Registration Form

Participation in this program is completely voluntary. If you wish to shadow someone in particular or a specific job function, just complete the form and we will take care of the rest.

**Pairings will be sent out the week of October 22, 2012.** The shadowing date and time will be determined by the two participants. If you are being shadowed, please keep in mind that the experience should be meaningful. **You will have until February 3\textsuperscript{rd} to complete the shadowing date(s) and return the feedback portion of the form.**

********************************************
**COMPLETE AND RETURN THIS PORTION TO DEBBIE COLUCCI BY OCTOBER 17, 2012**

Name: ________________________________ Phone extension: ________________

Current position / role at MCC: ________________________________________________

☐ I want to shadow a colleague:
   If possible, I would like to observe in one of the three areas** listed below:
   1. __________________________________________
   2. __________________________________________
   3. __________________________________________

** we will do our best to find someone for you to shadow in your first choice; but please provide multiple options!

☐ What is it that you are looking to gain from this experience? This will help to ensure that we provide the most beneficial and positive experience possible:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Thank you for your participation!

☐ Paired with: ________________________________ Date contacted: ________________
Leadership Institute’s Job Shadow Evaluation

COMPLETE AND RETURN THIS PORTION OF THIS FORM TO DEBBIE COLUCCI AFTER YOU HAVE COMPLETED YOUR SHADOWING:

Name: ___________________________ Phone extension: ___________

Current position / role at MCC: __________________________________________________________

_________________________________________________________________________________

Your participation (circle one): shadowed someone was shadowed both

Please describe your experience (most valuable, least valuable, and any thoughts for the future):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Please provide any feedback you have from your experience for the program overall / recommendations or most thoughts for the future:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Would you recommend this job shadowing program to a colleague?

☐ Yes

☐ No

Thank you for your participation!