

Instructions For Using Cadet Promotion Progress Forms Cadet Mentor Responsibilities

Being assigned as a Cadet Mentor is an important role and demonstrates your leadership's faith in your knowledge, wisdom, and leadership capabilities. It also provides you with the opportunity to grow and demonstrate increasing leadership skills. You should feel personally invested in the progress and future successes of the cadets you have been asked to work with.

The *Promotion Progress Form* is just as important a tool for you as it is for the cadets you are mentoring. The form provides ready information about what the cadet is expected to achieve, learn and demonstrate on their current path toward their next promotion. It will also provide personal information regarding the cadet's progress. You should ALWAYS treat this information with the utmost confidence. It is a tool for you to be able to see and reinforce the cadet's strengths and proactively detect and address areas where there is room for improvement.

Although promotions show rank progression, understand the difference between promoting and progressing. Be encouraging and motivating toward their constant progression and promotions will naturally follow.

Discuss with Cadet Programs Leadership when and what forum should be used to meet with your cadets individually. These mentor sessions can occur before, after, or as a part of regular meetings, or if alternate means should be used such as scheduling a call or video conference on other days.

- 1) Meet with your cadets often; ideally weekly. This review of their *Promotion Progress Form* and brief dialog should focus on what they have accomplished so far, what they need to work on to continue to progress, and to address any questions or training they need. Earn their trust and respect as a resource.
- 2) Take the "Cadet Agreement To Complete Achievement" seriously and encourage them to as well. This is not a hard-fast date. This is a commitment to a goal date. Being flexible is important if required. If you feel as though the cadet is not progressing and you can't determine why to be able to help them improve, speak to your chain of command for guidance.
- 3) The attendance sign-off section is drafted with 7 blocks per line. This is intentional as a visual reminder. Eight (8) weeks is 56-days. As the cadet works through their 7th week in the current achievement, the goal is for them to have progressed satisfactorily throughout that time so, if all runs smoothly, the cadet will be ready to request their Promotion Board and have the Board on or before the eighth week. This will not always happen, hence why additional attendance blocks are provided. Rushing a promotion when someone is not ready for the responsibilities of the next rank does no one any favors. Help to reassess their situation and provide guidance and encouragement for the cadet to develop their own plan to continue toward progression and reach their goals.
- 4) Keep your chain of command informed on the cadets you mentor.
- 5) Use your chain of command as a resource for your own leadership development to learn strategies and techniques that will help you grow and improve as you seek to address your cadets' needs.
- 6) Enjoy this opportunity. There are few things more rewarding than being a part of a success story as you watch those you mentor achieve their goals and aspirations.