



The Roles and Responsibilities of a Mentor for the Oregon PRIMA Risk Management Certification Program

Welcome!

Thank you for becoming a mentor for the Oregon PRIMA Risk Management Certification Program! Your commitment to guiding and supporting emerging risk management professionals is vital to the growth and strength of Oregon's public sector. This program empowers mentees with the knowledge and practical experience necessary to navigate complex risk management challenges, ensuring they are well-prepared to safeguard their organizations and communities.

As a mentor, you play a pivotal role in shaping the future of risk management by sharing your expertise, offering guidance, and fostering meaningful professional relationships. Your mentorship not only benefits mentees but also enhances your own leadership skills and expands your professional network.

Program Importance

The Oregon PRIMA Risk Management Certification Program equips public sector professionals with foundational and advanced skills across diverse areas, including claims management, liability insurance, and emergency preparedness. Participants complete 40 units of training and culminate their learning with a workplace project that bridges theory and practice. Your guidance ensures this learning is meaningful, applicable, and impactful.

Mentor Roles and Responsibilities

General Responsibilities:

- **Welcome and Support:** Reach out to your mentee to introduce yourself, provide contact information, and answer any questions about the program.
- **Regular Meetings:** Meet virtually with your mentee at least once per quarter to review progress, approve coursework, and discuss their workplace project.

- **Resource and Guidance:** Offer support and insights related to program requirements, coursework, and professional challenges.
- **Documentation and Approval:** Review and approve course summaries and maintain records of completed units. Ensure the mentee’s final project aligns with program goals.
- **Communication:** Ensure timely submission of mentee course summaries and the tracking form to the Program Coordinator upon program completion.

Conference Participation

- **Event Attendance:** Attend OR-PRIMA Spring and Annual Conferences when feasible.
- **Mentee Engagement:** Proactively connect with your mentee before and during conferences to facilitate introductions and engagement.
- **Hosting Duties:** Serve as a point of contact and host for newer members during conferences.

Training Documentation

- **Coursework Summaries:** Review and approve mentee-submitted course summaries, ensuring they include how the course content applies to their job responsibilities.
- **Tracking Progress:** Maintain accurate records of the mentee's completed units and ensure all required documentation is current.
- **Project Approval:** Evaluate and approve the mentee's final project, verifying its relevance and practical application to their workplace.
- **Submission to Program Coordinator:** Upon program completion, submit all course summaries and the tracking form to the Program Coordinator to verify program requirements have been fulfilled.

Mentorship Timeline and Commitment


Mentors and mentees typically meet monthly throughout the certification journey. Most mentors commit approximately 20 hours annually, which includes meetings, project reviews, and attending program events. Mentorship not only fosters professional development for mentees but also strengthens the mentor’s own skills and connections within the field.



Please acknowledge receipt of these responsibilities and your agreement to fulfill them by signing and returning this document to the Program Coordinator, Sr. Risk and Emergency Management Consultant Katie Durfee by email: Kdurfee@cisoregon.org.

Name _____ Date _____

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