

IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

A Nine Step Mentoring Strategy

1. Establish Clear Expectations, Goals, and Process

- Discuss the mission, vision, and core values of the activities program.
- Clarify key responsibilities, timelines, systems, and performance benchmarks.

2. Schedule Regular Contact

- Schedule meetings to track progress and provide feedback.
- Encourage questions, strategies, and solutions.

3. Examine Program Culture

- Discuss the program culture and community dynamics.
- Share past successes and challenges in creating a positive program environment.

4. Encourage Relationship Building

- Establish connections with coaches, staff, administrators, students, parents, and community partners.
- Promote active listening and open communication as core leadership tools.

5. Promote Professional Development

- Recommend workshops, conferences, or certifications (NIAAA LTI Courses, NFHS Learning Center, IHSADA Evaluator Training, IHSADA District Meeting, IHSADA State Convention, NIAA National Conference ...).
- Encourage networking with other ADs and habits of continuous learning.

6. Support Time and Resource Management

- Help prioritize tasks and responsibilities and effective delegation.
- Share tools for managing budgets, compliance, scheduling ...

7. Coach Conflict Resolution

- Review difficult conversations with staff, students, and parents.
- Share strategies for maintaining professionalism and poise under pressure.

8. Celebrate Successes

- Recognize small wins to build confidence.
- Acknowledge progress and achievements to reinforce improvement and success.

9. Model Leadership

- Demonstrate ethical leadership, decisiveness, and a team-first mindset.
- Share experiences and lessons learned to illustrate key points and progress.