

PEER-TO-PEER MENTORING

Thank you all for taking the time to assist in moving our Ed COI community forward in terms of increasing our 1700 community members to become article contributors. We've transitioned from a monthly to bi-monthly newsletter this will permit valuable time for our article development process. As a peer mentor, you will assist in recruiting article contributors and article development on behalf of the Ed COI office. This means volunteering your confidence and technical writing expertise to those who need assistance through mindful and considerate efforts. Below you will find a more thorough guide to your role as a peer-to-peer mentor.

1. RECRUIT FOR ARTICLE CONTRIBUTORS

Most of us correspond with individuals through meetings, emails and conversations. This is the optimal time to talk about the Ed COI mission and the newsletter, respectively. Discuss some of your own articles and the feedback that you may have received. More importantly, explain the benefits of informal learning and how it can make a difference in this austere training economy. You can present a copy of the most recent newsletter and refer them to our website for more archived newsletters. Website: <http://www.tecom.usmc.mil/coi> (Please inform that the website is undergoing construction and this is not the final product). Also, indicate that the newsletter is distributed to over 3,000 Ed COI community members throughout the Marine Corps and some external individuals as well.

Essentially, I will continue to recruit on my end and once I find a potential article contributor. If they desire, a peer-to-peer mentor I will forward them to one of you on the list. Then you can proceed with the steps below. I understand that you may not be able to volunteer your efforts at various reasons throughout the year (perfectly fine) then I will refer them to another individual. Note...I will ask you first prior to referral as to set them up for success from the beginning.

2. GET THEM TO COMMIT

Once you noticed that they're interested in participating it's the opportune time to get them to commit. Present them with the 2015 Article Contributor bi-monthly deadline dates. To empower them let them select the timeframe that best works within their schedule. See the tentative 2015 calendar deadline and release dates at the end of this document. If the Ed COI changes the date we will inform you in advance.

3. ENCOURAGE YOUR ASSISTANCE

Describe your role as a peer-to-peer mentor. Encourage topics that are training and education related only. Tell them you have a topic list, tell them to write about their position or division in support of their organization's mission and tell them to NOT give up. Ask something along the lines of what are some work-related topics that are near and dear to them and want to inform others about it. Tell again that you're here to help through via email or work phone. Tell them one page is fine (most folks think about two or more pages and get heartburn)...let them know that one page is fine but if they want to do more, go for it. Comment that at a later date if they want to participate again then they can do something more in-depth.

4. ARTICLE OUTLINE

Ensure your potential article contributor has an outline composed within the first two weeks of committing. This shows good effort and a desire to see the article through, in most cases. Please review and have a brief conversation about the content and formulating good paragraphs and consideration of the audience they're writing for. This is the ideal time to present the article specifications and any other sources for good writing as a guide. Have fun with brainstorming title selections too...catchy but appropriate titles. Here you can also encourage a time frame for the pre-view draft submission to you.

5. PRE-REVIEW THE DRAFT

You've formulated a positive relationship with the potential article contributor. Conduct a pre-review, use a healthy judgment of about three weeks before deadline date incorporating any major work deadlines that were unforeseen. Exercise sensitivity when providing feedback to get them to the finish line and encourage others through your own experience. Use the word doc review content button for formatting comments (use the new comment and track changes buttons). When writing comments use words such as: consider, suggest, change to, explain further, etc. Start the preview thanking them for their participation efforts and highlighting some positives noted in the article. Encourage them to make changes accordingly within a week time frame. Once they have completed the desired changes have them send their articles to the COI office for review.

6. SEND FINAL DRAFT TO COI OFFICE

Encourage the article contributors to send their final before the deadline or on the deadline. If they cannot meet the deadline for whatever reason, ask them to consider the preceding bi-monthly newsletter. Let them know that the Ed COI will conduct our own review of the article and it may or may not be published in the newsletter. Express this point at this stage only as we want to encourage not discourage. Send final articles to: usmc_ed&trng_coi@usmc.mil or terra.eidinger@usmc.mil

7. CONTACT US

Peer Mentors... Most of the time, I'm easygoing and happy to assist in any matter within reason. You can forward me emails keeping me informed of the process with your potential article contributors or just a simple question or phone call or tell me you got a potential article contributor. Our GOAL is to increase and sustain 1700 community members throughout the 2015 calendar year as high-performing article contributors. Let's make this happen! I really need you to assist me along the way. MANY THANKS! Okay, review the dates below and start working it for the Jan/Feb newsletter.

TENTATIVE SCHEDULE FOR 2015 ARTICLE CONTRIBUTORS

BI-MONTHLY	DEADLINE DATE	RELEASE DATE
JAN/FEB	DECEMBER 8 TH	JANUARY 7 TH
MAR/APR	FEBRUARY 23 RD	MARCH 4 TH
MAY/JUNE	APRIL 27 TH	MAY 6 ^H
JULY/AUGUST	JUNE 29 TH	JULY 1 ST
SEPT/OCT	AUGUST 24 TH	SEPTEMBER 2 ND
NOV/DEC	OCTOBER 26 TH	NOVEMBER 4 TH

- Typically, the release date will be the first Wednesday of the first month