



2024 Coaching & Mentoring Leadership Academy (CMLA)
Frequently Asked Questions

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I. Program Specifics

How long is the CMLA?

The 2025 cohort of the Coaching & Mentoring Leadership Academy (CMLA) will run for 16 weeks, starting in August 2025. Mentees and mentors will be expected to attend a kick-off event in August. Mentors and mentees are also expected to attend a separate orientation training in June 2025, in advance of the kick-off event.

What is the timeline for the CMLA?

The third cohort of CMLA will launch in August 2025 with a kick-off event for mentors and mentees to meet, and continue through the end of December 2025, culminating in a “passing the torch” ceremony. Before the official kick-off event, there will be separate orientation training sessions for both mentees and mentors. Every week, mentees will be expected to complete trainings on NYCHA University and assignments, and bi-weekly, mentees will meet with their mentor. In addition, once a month, mentees must attend an in-person full-day session at 90 Church Street; there will be four (4) full-day sessions in total throughout the program.

How many people will be in the second cohort of the CMLA?

We hope to recruit 30 mentors and 30 mentees. If fewer than 30 mentors can participate, willing mentors may be assigned two mentees.

What activities are involved in the CMLA?

Mentees

Mentees will have various assignments, including meeting with their mentor on a bi-weekly basis and attending monthly in-person full-day sessions (four sessions total). In addition, mentees are required to complete seven hours of virtual training through NYCHA University on their own time (mentees will not receive overtime or comp time). It is mandatory for mentees to attend and participate in all CMLA activities.

Mentors

Mentors are expected to meet with their mentee every other week for one hour. Mentors are also expected to check in with mentees weekly by email, text, or Microsoft Teams on weeks that they do not meet. Mentors are required to conduct at least one visit and shadow their mentee at their work locations for at least a half day. Mentors are invited to participate in the four in-person full-day sessions; however, attendance is not required for mentors. In addition, mentors are expected to attend the mentor orientation training, the kick-off event, and the “passing the torch” ceremony. Mentors will be provided with a calendar of events where their attendance is required.

What is the time commitment for participation in the CMLA as a mentee?

It is expected that mentees will spend a total of approximately 60 hours of their time participating in this program, which includes attending four (4) in-person full-day sessions, completing assignments, completing seven hours of pre-determined virtual training on NYCHA University, and participating in bi-weekly meetings with their mentors.

What is the time commitment for participation in the CMLA as a mentor?

It is expected that mentors will spend a total of approximately 20 hours of their time participating in this program, including attending the mandatory orientation training session, attending the four (4) in-person full-day sessions (optional), checking in with and participating in bi-weekly meetings with their mentees, and visiting and shadowing their mentees at their work locations.

Will I get excused time to participate in CMLA activities?

All mentors and mentees will receive excused time for the four in-person full-day sessions, the kick-off event, one-on-one mentor meetings, and passing of the torch ceremony.

Mentees are expected to complete the assignments and virtual trainings on NYCHA University on their own time during the workday, with prior notification to their supervisors, and/or during non-working hours. Mentees will not receive overtime or comp time for completing assignments during non-working hours.

II. Mentees

Who is eligible to participate in the program as a mentee?

Property Managers, Assistant Property Managers, Superintendents, Assistant Superintendents, Supervisors of Grounds, Supervisors of Caretakers, and employees in other NYCHA departments (in a supervisory role or title) who directly supervise at least two employees are all eligible to participate in the CMLA.

Will you notify my supervisor of my involvement in the CMLA?

Yes. The Employee Engagement Department will email your supervisor a calendar of events and your responsibilities during this program. Also, applicants must make sure to inform their supervisors that they are applying for this program in advance of submitting their application.

What are the benefits of participating in the CMLA?

The CMLA offers mentees the opportunity to grow their professional development skills, management skills, and NYCHA network. In addition to formalized trainings, mentees will receive coaching from their mentors.

Are mentees required to attend all events?

It is mandatory for mentees to attend and participate in all CMLA activities. We expect mentees to commit to attending all events, except in the case of illness or other unplanned time off work. In the case of an unexpected absence, the mentee will be required to review and complete missed material.

Who will be my mentor? How will mentors and mentees be matched?

Mentors are supervisory staff members from any department across the Authority. One goal of this program is to expose mentees to all facets of NYCHA and the many career paths at the Authority. Some mentors may be from departments that mentees are less familiar with or have not worked directly with before.

Mentee applicants should identify what they are most curious about learning through the program in their application. This information will help the Employee Engagement Department match mentees to mentors with skillsets or experiences mentees hope to develop.

III. Mentors

Who is eligible to mentor in the program?

Supervisory staff from across NYCHA are encouraged to apply to be mentors for this program, including seasoned property management staff. We are hoping to recruit a group of mentors from all areas of the Authority to expose mentees to the many opportunities that NYCHA has to offer.

What are the benefits of mentoring in the CMLA?

Mentors will receive specialized training to help them navigate their one-on-one mentee conversations. Additionally, mentors will be provided with various resources to bolster their mentoring and coaching skills.

Are all activities required?

Mentors are expected to meet with their mentee every other week for one hour. These meetings can be conducted virtually or in-person at the discretion of the mentor and participant. On weeks mentors and mentees do not meet, mentors are expected to check in with their mentees over Teams, text, or email. Mentors are also expected to visit and shadow their mentee at their work location. In addition, mentors are expected to attend the mentor orientation training, the kick-off event, and the passing the torch ceremony. Mentors will be provided with a calendar of events where their attendance is required.

Will I receive specialized mentor training?

Yes, ahead of the CMLA kick-off event and program launch, mentors will participate in an orientation training session. Mentors will also receive a toolkit to help guide their activities through the program. If mentors feel they need more support, they may reach out to the Employee Engagement team at employee.engagement@nycha.nyc.gov.

Who will I mentor? How will mentors and mentees be matched?

Mentees will be a Property Manager, Assistant Property Manager, Superintendent, Assistant Superintendent, Supervisor of Caretakers, Supervisor of Grounds, or an employee that is in a supervisory/managerial title and directly supervises at least two employees.

In the mentor application, mentor candidates will upload their resumes and fill out a checklist about the skills they feel most confident about sharing. If you are applying to become a mentor, it is your responsibility and a requirement that you notify your supervisor that you are planning to participate in the program.

Mentor candidates' checklist responses and resume expertise areas will help match them with a mentee who is looking to grow in their specific areas of expertise.

IV. Application

When do applications for this program launch?

Applications launch on March 19, 2025. You can apply to be a mentor or mentee by using the below links:
Mentor Application: <https://www.surveymonkey.com/r/2025CMLA-MentorAPP>
Mentee Application: <https://www.surveymonkey.com/r/2025CMLA-MenteeAPP>

How do I nominate someone for this program?

To nominate someone to mentor for this program, go to: <https://www.surveymonkey.com/r/CMLAMentorNE>

To nominate someone as a mentee for this program, go to: <https://www.surveymonkey.com/r/CMLAMenteeNE>

Please note that nominees will be contacted by the Employee Engagement Department, who will confirm if they are willing to participate in the program. If nominees are interested, they must complete an application to facilitate matching mentors/mentees that are accepted.

How are applications assessed?

Application responses will be assessed by their thoroughness, thoughtfulness, and creativity. Each answer will be scored on a scale of 1-10; applicants with the highest scores will be chosen for the program. Applications will not be scored based on writing style; however, incomplete applications will not be considered; every question must be answered.

What is the entire application process?

After you apply for the program, the Employee Engagement Department will assess your answers as described above. Again, only complete applications will be considered. If your application moves forward, you will be contacted for a brief interview with the Employee Engagement Department. After you are interviewed, if the Employee Engagement Department and nominee choose to move forward, the Employee Engagement Department will send your name to be vetted by the Human Resources (HR) and Diversity, Equity, and Inclusion (DEI) Departments to ensure you have completed your probationary period successfully and have not had disciplinary actions in the last 18 months. After all applicants are vetted by HR and DEI, the Employee Engagement Department will provide decisions by the beginning of June.

When will I be notified that I have been selected or denied?

By the beginning of June 2025, prospective mentees and mentors will be notified of their program acceptance status. If you are selected as a mentee or mentor for this program, the Employee Engagement Department will notify your supervisors about the time commitment and dates they will need to provide you with excused time.