

VONG Understudy Guidelines:

Modified by : Jasmeet Kaur on 07 Dec 2023, 07:44 PM

1. **Understudy Duration:** New VONGles are required to act as an **understudy for one week**, partnering with an experienced team member.
2. **Accompaniment in Meetings:** The understudy must accompany the assigned mentor to all meetings. The mentor should guide and instruct on the proceedings, detailing the "what" and "how" of tasks.
3. **Departmental Alignment:** The mentor chosen for the understudy should be from the same department to ensure relevance and familiarity with the tasks and responsibilities.
4. **Values Emphasis:** The understudy's orientation should emphasize VONG's organizational values, instilling a sense of commitment, integrity, and passion for our mission.
5. **Interactive Learning:** Encourage open communication and foster a collaborative learning environment. The understudy should feel comfortable seeking guidance and asking questions.
6. **Progress Evaluation:** Regular check-ins between the understudy and mentor should be conducted to assess progress and address any challenges.
7. **Feedback Mechanism:** Both the mentor and understudy should provide feedback on the experience to enhance the effectiveness of the understudy program.

These guidelines aim to facilitate a smooth transition for new VONGles, ensuring they not only gain practical insights into their roles but also absorb and embody the core values of our organization.