



OPM SES Situational Mentoring Program

ROLES AND RESPONSIBILITIES

➤ OFFICE OF PERSONNEL MANAGEMENT

- Manage the SES Situational Mentoring Program to help build leadership capacity throughout the federal government
- Maintain a program that adds value to agency Executive Onboarding programs and supports the President's Management Agenda (PMA)
- Market the program government-wide
- Evaluate the program
- Develop MAX community page and mentor database
- Respond to Mentor/Mentee/Program Coordinator program questions and concerns

➤ PROGRAM WORKING GROUP

- Design a cost-efficient, replicable program that will increase interagency collaboration, contribute to knowledge sharing, expand skills, and equip executives with multi-agency perspectives.
- Assist in evaluating the program and recommending changes for improvement
- Proactively and consistently Market program within his/her agency

➤ PROGRAM COORDINATOR RESPONSIBILITIES

- Proactively and consistently marketing the program within your agency
- Recruiting mentors and mentees
- Verifying mentor and mentee SES status before adding them to the database
- Populating and updating the mentoring database with mentor bios
- Granting mentees access to the database
- Ensuring database remains current (e.g. bios, mentee access)
- Responding to Mentor/Mentee program questions and concerns
- Troubleshooting and facilitating mentoring relationships
- Assisting in evaluating the program, and
- Participating in meetings with OPM

➤ AGENCY SENIOR EXECUTIVE CHAMPION

- Communicate the purpose and need for the program to the organization's stakeholders
- Obtain and maintain the support of the organization's stakeholders
- Facilitate the communication of the benefits of the program to all members of the organization
- Facilitate or provide approvals for the program's policies, rules, plan of action, and materials

➤ MENTOR

- Maintain a genuine commitment to the mentoring process
- Maintain confidentiality
- Maintain a commitment to the importance of the mentoring and a willingness to treat it as a priority
- Reply to mentee request within 2 business day
- Willingness to participate in all evaluations of the program

➤ MENTEE

- Maintain a genuine commitment to the mentoring process
- Maintain confidentiality
- Maintain a commitment to the importance of the mentoring and a willingness to treat it as a priority
- Willingness to participate in all evaluations of the program