



# MENTORING **Prepare for the future**

## Vision and Goals

**The NNSA Mentoring Program is designed to be a viable Knowledge Network to cultivate, preserve and transfer knowledge throughout NNSA.** Program goals include leveraging diversity and experience to provide learning and development opportunities; expanding cross-functional knowledge and increasing employee engagement and retention.

**This Dynamic Program** recognizes the benefits of shared experience and knowledge. It is flexible, adaptable and utilizes current online and interactive tools to develop communication, dialogue and partnership, providing access to someone you may not ordinarily be able to meet.

## Value to the Mentor

- ▶ Invest in the future of the NNSA by passing on your knowledge
- ▶ Obtain a fresh perspective and expand own awareness
- ▶ Be part of a Program that helps form new professional relationships across functional areas
- ▶ Develop stronger leadership and coaching skills

## Mentor's Role

- ▶ Allocate time and energy (*2 hours a month on average*)
- ▶ Provide feedback, coaching
- ▶ Share knowledge and experience
- ▶ Learn from the new perspectives and ideas brought by the mentees
- ▶ Provide guidance based on the mentee's learning and development needs

## Value to the Mentee

- ▶ Receive guidance in assessing professional development needs
- ▶ Have an opportunity to tap into the knowledge and perspective that comes from experience
- ▶ Get access to broader organizational perspectives and networks
- ▶ Be part of a program that helps form new professional relationships across functional areas

## Mentee's Role

- ▶ Take an active role in your own learning
- ▶ Dedicate time and energy in carrying out professional development goals
- ▶ Initiate the mentor/mentee dialogue
- ▶ Seek and listen to feedback
- ▶ Collaborate in establishing mentoring goals and expectations



# Introducing....

**Knowledge Network: The NNSA Mentoring Program** that incorporates the best features of both informal and formal mentoring approaches.

The Program provides a **structure** to encourage the continuation of the mentoring process and web-based tools add a dimension of **flexibility** to meet both mentor and mentee needs.

▶ Participants utilize a web-based personal development application that assists both face-to-face and distance mentoring processes. Using this tool also affords employees access to possible mentors from outside their day to day network.

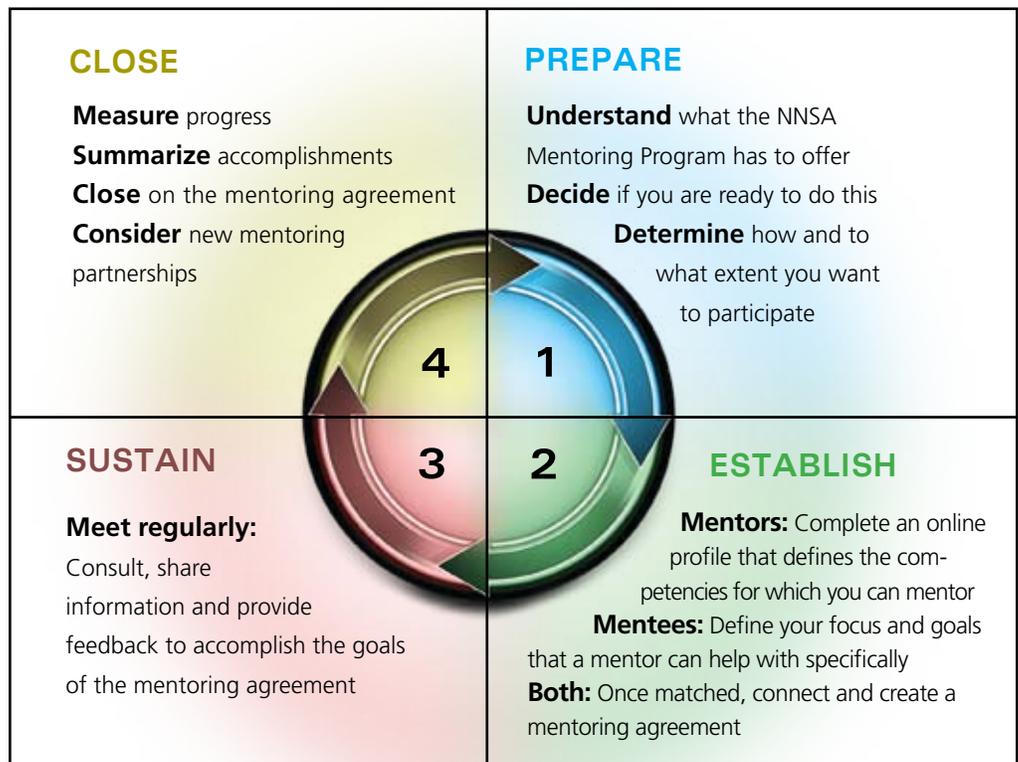
▶ In addition to the one-on-one relationships, the web-based tool has the capacity to host mentor groups where a number of individuals come together to collaborate and share learning and knowledge focused on central development goals or topics.

## How the Mentoring Cycle Works

**Tools and support have been developed in recognition of the changing needs and growth in the NNSA Mentoring Program Cycle:**

*"Mentoring is an important part of the leadership journey. It provides an opportunity for leaders to create a legacy and ensures that employees are engaged and ready to support the NNSA mission."*

— Jeffrey Vargas,  
Chief Learning Officer



# Features of the Knowledge Network NNSA Mentoring Program

## ▶ Program training: easy and convenient

Webinar walks through the online sign-up and mentor/mentee matching process

Workshop to review: Skills and approaches and how to develop a plan to complete the goals of the mentoring partnership

## ▶ Website: a learning resource that provides

Expectations

Suggested agenda for first three meetings

Characteristics survey and self-readiness assessment to help you decide if you are ready to do this

## ▶ Program Activities and Resources

Designed to give mentors and mentees a variety of ways to engage and enhance the mentoring relationship and to share insights, information and experience

## ▶ One-on-one mentoring via phone, email, internet, in-person

Peer Mentoring Groups

Face-to-face Dialogues

Panel Discussions

Events: quarterly Engagements,  
Action Plan Workshops

Option to complete 360 degree assessments for mentors and mentees (plus a debriefing workshop for those who complete an assessment)



## ▶ How the NNSA Mentoring Program Works

Apply to the program Online at:

[www.3creekmentoring.com/NNSA](http://www.3creekmentoring.com/NNSA)

NNSA's dynamic Mentoring Program recognizes the experience and knowledge that Mentors want to share

Allows mentees to indicate interests, areas for growth and development

Registration process only takes 10-15 minutes; online support if questions or problems arise

Mentees can either self-select their mentors from the database or be matched based on profile competencies

Training on the online enrollment process: webinars and computer based training are available

Collaboration and dialogues commence and continue

Commitment to program is based on mentee goals (3 months-1 year)

Participants are notified for kick-off workshops and other engagements

Participants can request a particular group be created to be open to all or by invitation only

# MENTORING

with NNSA Knowledge Network:



## Encourage, guide and enhance learning...

You are invited to share your expertise and talent to help others at NNSA. Or, enjoy the opportunity to tap into the knowledge and perspective that comes from experience. Be part of building a successful tomorrow, today.

### Support and Resources

- ▶ Webinar and workshop training for Mentors
- ▶ Freedom to engage anytime, anywhere through innovative web- based collaboration
- ▶ Tools to help identify professional development needs
- ▶ Action Plan workshops
- ▶ Automatic e-mail reminders of the Program participants' goals
- ▶ Monthly newsletter with helpful tips on utilizing mentor relationships



### Contact Info

WEB: [www.3creekmentoring.com/NNSA](http://www.3creekmentoring.com/NNSA)  
EMAIL: [NNSAmentoring@nnsa.doe.gov](mailto:NNSAmentoring@nnsa.doe.gov)

NNSA Talent & Leadership Development Division

