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

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

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

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
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

- **CLOSE**
  - Measure progress
  - Summarize accomplishments
  - Close on the mentoring agreement
  - Consider new mentoring partnerships

- **PREPARE**
  - Understand what the NNSA Mentoring Program has to offer
  - Decide if you are ready to do this
  - Determine how and to what extent you want to participate

- **SUSTAIN**
  - Meet regularly:
    - Consult, share information and provide feedback to accomplish the goals of the mentoring agreement

- **ESTABLISH**
  - Mentors: Complete an online profile that defines the competencies for which you can mentor
  - Mentees: Define your focus and goals that a mentor can help with specifically
  - Both: Once matched, connect and create a mentoring agreement
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
Applying to the program Online at: 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
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

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