

Program Goals:

Organizational Goals:

- ◆ Build and retain a well-rounded cadre of employees.
- ◆ Increase knowledge management and transfer across the Agency.
- ◆ Strengthen communication and collaboration across participating offices
- ◆ Increase commitment and a sense of connection.
- ◆ Enhance and promote diversity awareness and understanding.

Individual Goals:

- ◆ Take responsibility for individual career and leadership development.
- ◆ Recognize skills needed for success and find the developmental opportunities needed to develop those skills.
- ◆ Gain an understanding of organizational values, relationships and unwritten rules.
- ◆ Increase exposure and access to employees at different organizational levels throughout the EPA community.

Mentoring Program Overview

For centuries, mentors have offered valuable advice and wisdom at critical points in a person's career development. In its simplest form, mentoring is people helping people grow and develop.

The Program is designed to foster formal, facilitated mentoring connections to help employees develop and advance their careers.

Each mentoring pair will agree on the goals of the partnership and the frequency of the mentoring meetings.

Time Commitment

Selected participants will commit to a one-year formal mentoring partnership with a minimum of two hours per month devoted to mentoring meetings and activities.

Benefits

Although the program offers no guarantee for promotion, it does offer employees the opportunity to improve their skills and competencies as well as their level of programmatic and organizational knowledge.

Furthermore, they will be able to expand their network base.

Matching Process:

Every effort will be made to match mentees with mentors who can best support their developmental needs. In facilitating a suitable match, participants will be encouraged to choose their own potential matches by reviewing biographies from a select pool of candidates.

The Mentoring Program Coordinators will make every effort to respect everyone's choices, but each mentor in this program will have only one mentee so not all choices will be accommodated.

Selected participants will learn how to identify and request a mentoring partner as well as meet potential mentors and mentees at the program's Orientation Session.

Formal Training:

Once participants are paired, they will receive formal mentoring training designed to provide both the mentee and mentor with the tools needed to engage in successful mentoring relationships.

How The Program Works

Attend Formal Training

- ◆ Formal mentoring training will give you the tools to engage in a successful mentoring relationship:

Plan for Success!

- ◆ Develop a Mentoring Action plan and Mentoring Agreement.
- ◆ Participate in mentoring program events and activities.
- ◆ Keep your supervisor informed.

Supervisor's Role

- ◆ Support mentoring activities by allowing employees adequate time to participate in the program.
- ◆ Be willing to meet with the employee to discuss his/her mentoring strategy and plans.
- ◆ Give feedback on the mentoring program and design to the Mentoring Program Coordinators.

Mentoring Brings Talented and Motivated People Together!

How to Apply:

- ◆ Go to <http://www.mentoringconnection.com/>
- ◆ Click on the “**Sign-Up Here**” button and enter your Group ID: **TMCEPA**

FOR MORE INFORMATION

This program is for employees of these EPA offices:

Office of the Administrator (AO)

Office of Enforcement & Compliance Assurance (OECA)

Office of Chemical Safety and Pollution Prevention (OCSPP)

Office of Environmental Information (OEI)

Mentoring Program

Coordinators:

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'Leaders and Learners' Collaborative Mentoring Program

*“Where everyone is a leader
and a learner.”*



Building Dynamic Mentoring Connections

