Program Principles

Genuine Interest

Express a sincere interest in continuous self-development

Reciprocal Relationships

Mentor and mentee should learn from each other

Ongoing Dialogue

Share successes and failures as opportunities to learn

Work Together

Effective mentoring requires teamwork and commitment

Trust

Information share between the mentee and mentor is confidential

Heighten Potential

Inspire new possibilities to stretch and grow

For more information regarding the

DOE Mentoring Program

http://humancapital.doe.gov/resources_mentoring.htm

Deadra Welcome | Program Manager

202.586.9533

or email
doementoringprogram@hq.doe.gov

GROWTH

Learning Never Stops

DOE Mentoring Program

One on One | Group | Situational

Overview

The DOE Mentoring Program is a formal program that provides enriching experiences through reciprocal relationships and opportunities for personal and professional GROWTH while sharing knowledge, leveraging skills, and cultivating talent. It provides a series of developmental experiences for matched mentoring pairs and designated groups. The primary goal of the relationships is professional growth and development for individuals. Through the mentoring relationship, mentors have the opportunity to coach, guide and share experiences, knowledge, and skills which will contribute to the Mentee's growth. Mentoring opportunities will vary according to the needs and interests of the Mentee and the organization. Mentoring relationships require time, commitment, and clear plans of action.

Organizations must first make a strong business case to demonstrate why the organization should devote the time, attention and resources required to make a formal mentoring program work. Reasons for establishing a mentoring program must be linked to the organization's mission. For example, if DOE forecasts additional growth in a specific job series, the agency may want a mentoring program to help prepare high-potential employees for future managerial positions in that series.

Program Objectives

The specific objectives of the program are to:

• Increase employee engagement and job satisfaction
• Transfer tacit (knowledge through experience) and explicit (knowledge that can be documented) knowledge
• Expand cross-functional knowledge
• Expand leadership, coaching, and interpersonal skills
• Facilitate personal and professional growth
• Leverage diversity and experience to provide learning and development opportunities

Program Benefits

Organizational Benefits

• Provides the ability to offer flexible learning relationships that can be conducted face-to-face or at a distance
• Encourages participants to take charge of their own learning and make informed decisions about how they will accomplish learning goals

Mentee Benefits

• Increases knowledge and skills
• Expands professional network by making valuable contacts within the DOE
• Learns about other organizations within the DOE
• Enhances and expand leadership abilities
• Receives guidance in assessing professional development needs
• Increases opportunities for career advancement

Mentor Benefits

• Allows opportunities to share experiences, network, and expertise with another DOE employee
• Invests in the future by actively participating in developing future leaders
• Obtains a fresh perspective and new insights
• Develops stronger leadership and coaching skills
• Offers an opportunity to pass on a legacy

Participation Criteria

The two criteria to be a Mentee or Mentor in the DOE Mentoring Program are the same. You must have the following:

1) a passion and interest in continuous learning and self-development and
2) the willingness and motivation to participate and the commitment to fulfill the requirements of the program.

Overall Responsibilities

Successful mentoring programs require participation and commitment from various stakeholders throughout the organization. DOE Senior Management has acknowledged the importance of mentoring by allocating resources and volunteering their time to support the program's activities.

DOE Mentoring Program