



MENTORING PROGRAM

Purpose

To provide a formal structure to develop employees through mentoring with other professionals at the Ames Laboratory. The mentoring program includes a focus on critical positions that have no succession planning in place.

Objectives

- To promote individual development through the transfer of skills, expert knowledge and insight.
- To provide an additional resource for feedback and guidance.
- To develop an internal pipeline for succession planning.
- To provide a mechanism for developing future leaders.
- To help with employee career satisfaction and retention.

Roles and Responsibilities of Both Mentor and Mentee

- Build mutual trust and respect.
- Commit to building the relationship.
- Commit the time necessary for development.
- Maintain confidentiality.

Additional Mentor Roles and Responsibilities

- Be available to the extent possible when the mentee has a need.
- Follow through on commitments.
- Assist with career development.
- Be available as a resource to mentee (coach, advocate, counselor).
- Share knowledge and abilities gained through experience.
- Share information on one's own successes and failures as appropriate.
- Provide information about career opportunities and options, and suggest appropriate strategies, (e.g. degree programs, training and other developmental opportunities.)

Additional Mentee Roles and Responsibilities

- Take action to accomplish goals.
- Ask questions and openly communicate.
- Seek feedback from mentor on career-related issues.
- Take ownership of career development.

The mentoring program is NOT intended to replace existing formal or informal mentoring. It is not a guarantee of promotion or a replacement for clear management direction and ongoing coaching of every employee by their supervisor.

Benefits

- Retain and challenge qualified employees.
- Encourage and promote confidence.
- Increase range of experience and exposure.
- Provide a cost-effective approach to develop a high-performing workforce.
- Facilitate career development, progression and succession.

Measures of Success

- The number of employees actively participating in the program.
- Favorable evaluation from mentees regarding mentor helping and acting as a sounding board for career development, ideas and concerns.
- Favorable evaluation from mentors and mentees that the benefit they gained from this experience is worth the time and effort.

How does it work?

1. All employees are welcome to contact the mentoring Program Coordinator to request a mentor at any time.
2. The mentee may request a specific mentor.
3. After receiving the name of a possible mentor, the Program Coordinator will contact that person and see if they would be willing to be a mentor.
4. Those who do not submit a name will be matched according to business objectives, specific needs and skills.
5. After their first meeting, the mentor and mentee will contact the Program Coordinator with the decision if they want to continue.
6. Mentoring resources are available from the Program Coordinator.

Expectations

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| How long? | 6-months minimum commitment. |
| How much time? | You decide with your mentee/mentor; 1 – 4 hours/month is recommended. |