



Tools For Mentee

June 2012



ONE PROGRAM BRINGING TOGETHER
ALL DOE COMMUNITIES OF PRACTICE

Office of Learning & Workforce Development



We will mentor, develop, and foster the professional growth and advancements through individual development planning for all individuals in the Department Federal workforce to ensure our employees have fulfilling and productive careers within the Department.

DOE Strategic Plan (May 2011)

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DOE Mentoring Program



Being an Effective Mentee

Mentee Preparation

Your goal is to develop as a result of your Mentor/Mentee partnership. To ensure that you are ready, here are a few easy-to-use tools to prepare for success.

Here are two simple steps to prepare to be an effective Mentee...

1. Take the OLC2 course, *Achieving Success: the Help of a Mentor*
2. Take *Readiness Assessment*

Tools

Tools on the following pages will assist you in achieving the above steps.

- To take ***Achieving Success: the Help of a Mentor*** course... log in to the OLC2 site by typing <https://OLC2.energy.gov>. For instructions on using OLC2, see Appendix A.
- To assess your readiness for mentoring... complete the *Readiness Assessment*.

Readiness Assessment

Check the appropriate box below to check your readiness for being an effective Mentor.

	Agree	Disagree
Genuine Interest		
I have a sincere interest in continuous self-development.		
I take responsibility for directing my development.		
I am interested in developing both professionally and personally.		
Reciprocal Relationships		
I can communicate openly about my developmental goals.		
I share lessons learned with others.		
I share my failures and use them as opportunities to learn.		
I willingly give and accept constructive feedback and coaching.		
On-going Dialogue		
I have good interpersonal skills.		
I am a good listener.		
I seek to find out information through questions.		
Work Together		
I keep my commitments.		
I enjoy working with others to accomplish goals.		
I demonstrate follow-through.		
Trust		
I display a high level of integrity.		
Heighten Potential		
I regularly engage in learning experiences both at work and elsewhere.		
I have high and realistic expectations for my development.		
I am open to new perspectives and diversity of thought.		

If you agree with most of the answers to the left, you are ready for a successful Mentor/Mentee Partnership.



Congratulations!



Choosing Your Mentor

The Right Mentor

Although the focus on the Mentor/ Mentee partnership is to create a great experience for both the Mentor and Mentee, the best Mentors exhibit certain characteristics. When choosing a Mentor, you should seek individuals who are...

- Experienced
- Committed to helping others develop
- Trustworthy
- Willing to share and resourceful
- Enthusiastic about their own self-development
- Supportive of others
- Knowledgeable about the organization

Tools

Before choosing your prospective Mentor you'll need to schedule a meeting with him or her (in person or on the phone), get to know a little bit about each other which will help you make your decision on choosing your Mentor. The **Mentoring (For Mentees) Get Acquainted Meeting** worksheet will help you plan for your meeting.

Mentoring (For Mentees)—Get Acquainted Meeting

Prepare for Learning

Before choosing your Mentor, you need to get to know him/ her by setting-up your —Get Acquainted Meeting.

Prospective Mentor's Name is _____

Once your *Get Acquainted Meeting* with an interested Mentee has been scheduled, complete the meeting details below.

Phone Number(s) _____

Email Address _____

We will meet on (date) _____

We will meet (location) _____

Answer the questions below before for your —Get Acquainted Meeting with your prospective Mentor.

What are my mentoring goals?

--

What are some things I could tell my prospective Mentor about myself that would help us get to know each other a little bit? What about me might be interesting to share?

What are some questions I could ask to get to know my Mentor without prying? Write some possible open-ended questions below.

Sample Questions:

- How do you like to work with people you are supporting in their development?
- What would you like to gain from a Mentor/Mentee partnership?
- What do you expect from a person you're mentoring?
- What are your professional strengths?

You might even bring it along when you do meet. Remember to look over what you've written before the Meeting—this will make you more comfortable and relaxed.

Reflect on Learning: after your *Get Acquainted Meeting* with the prospective Mentor, reflect on your experience, and summarize the meeting in the space below.

Here's how I would summarize my "Get Acquainted Meeting" ...

Act on Learning—Develop your action plan by completing the following sentence.

I will apply what I learned about my prospective Mentor by...



Preparing for Successful Mentor/Mentee Partnerships

Meeting With Your Mentor

Everyone can benefit from an effective Mentor. The most important part of ensuring that your partnership is successful is to prepare. Once you've chosen your Mentor, there are a few steps that you must take. This guide will provide you with a few easy-to-use tools to prepare for a successful partnership.

Here are four simple steps to prepare for a successful Mentor/ Mentee partnership...

1. Prepare for and conduct initial mentoring meeting
2. Sign Mentor/Mentee Partnership Agreement
3. Complete Mentoring Action Plan
4. Prepare for and conduct follow-up monthly meetings

Tools

Tools on the following pages will assist you in achieving the above four steps.

- To prepare for and conduct the first monthly mentoring meeting ...complete the ***Mentoring (For Mentees) Initial Meeting*** worksheet prior to the meeting.
- The ***Mentor/Mentee Partnership Agreement*** is located in Appendix B.
- The ***Mentoring Action Plan*** is located in Appendix C.
- To prepare for your subsequent monthly mentoring meetings...complete the ***Mentoring (For Mentees) Follow-Up Meeting*** worksheet prior your meetings.

Mentoring (For Mentees) – Initial Monthly Meeting

Prepare for Learning—before your first monthly meeting with your Mentor and after your orientation, ask yourself the following questions to prepare for learning. Also, review the sample Mentor/Mentee Partnership Agreement.

Mentor's Name: _____

Meeting Date: _____

Reassess your mentoring goals. Do you have any changes that you would like to make to your goals?

How do I want my Mentor to support me in meeting my goals?

As I think of effective Mentor/Mentee partnerships I have observed or imagined, what makes a Mentor/Mentee partnership effective?

What is my plan of action for contributing to creating/maintaining an effective Mentor/Mentee partnership?



During this meeting, you will create your Mentor/Mentee Partnership Agreement (see Appendix B) and Mentoring Action Plan (see Appendix C).

Reflect on Learning—after your initial meeting with your mentor, reflect on your learning experience, summarize the meeting in the space below, and review your Mentor/Mentee Partnership Agreement.

Here's how I would summarize my initial meeting with my Mentor...

Act on Learning—Develop your action plan by completing the following sentence.

I will apply what I learned from meeting with my Mentor by...

Mentoring (For Mentees)—Follow-Up Meeting

Prepare for Learning—Prior to each meeting after the initial one with your Mentor, review the summary from your last meeting and ask yourself the following questions.

Meeting Date:

What is the purpose of this meeting?

What is my desired outcome(s) of this meeting?

What information will I share with my Mentor?

What actions have I taken since the last meeting?

What do I need to do to complete any assignments from the last meeting?

Reflect on Learning— After meeting with your Mentor, reflect on your learning experience by answering the following questions.

Is my Mentor giving me the guidance I need? If not, how can that improve?

Is there more I can do to make the Mentor/Mentee partnership more effective? Be specific.

Here's how I would summarize this meeting with my Mentor...

What did I learn from this meeting?

Does my Mentor provide guidance but allow me to make my own decisions? If not, how can that improve?

Am I openly accepting constructive feedback from my Mentor? If not, why?

Is my Mentor providing the support I need to develop? If not, describe how that can improve?

Act on Learning—develop your action plan by completing the following sentence.

I will apply what I learned from meeting with my Mentor by...

--



Assessing Mentor/Mentee Partnerships

Check-in With Your Mentor

Through the use of the Mentor/Mentee Partnership Check-In, you will know how the relationship is going. You will also be able to ensure that you are both benefiting from this experience. This allows you to remain on track and will enable you to identify any significant changes, before they present a problem, for either of you. Feedback captured on the Mentor/Mentee Partnership Check-In Forms should be shared between you and your Mentor to initiate discussion three months into the partnership and/or 6 months for one-year partnerships. It also serves as a check on you receiving the level of support from your supervisor and DOE Mentoring Program Manager in order for you to be successful.

The check-in form has two parts. The first part is for the Mentor to complete based on their view of the partnership (which has been provided to them). Likewise, your part will be completed and shared with your Mentor based on your view of the partnership. Once both of the check-in forms have been shared, a plan of action is developed, so that both you and your Mentor know how to proceed with your partnership.



Mentoring Check-In Form (For Mentee)

Instructions: Complete this form 3 months and/or 6 months (for one-year partnerships) from the start of the partnership.

My relationship with my Mentor is meeting my expectations.

Strongly Agree Agree Disagree Strongly Disagree

The average amount of time a month spent with my Mentor is...

Once a Month Twice a Month Once a Week
 More than once a week I did not meet with my Mentor

We meet often enough to foster an effective partnership.

Yes No

I feel we established enough trust between us to make our partnership effective.

Yes No

I feel my Mentor is helping me develop.

Strongly Agree Agree Disagree Strongly Disagree

Top three things I feel are going well with Mentor/Mentee Partnership.

1.

2.

3.

One thing I wish I could change about how I am developing

After reviewing our Mentor/Mentee Partnership Agreement, I think we need to re-adjust our goals.

Yes No

If yes, which goal(s) and what changes do you suggest.

The DOE Mentoring Program Manager is providing necessary support.

Strongly Agree Agree Disagree Strongly Disagree

My supervisor provides me with resources to support my development.

Strongly Agree Agree Disagree Strongly Disagree

Additional Comments:

Mentee's Signature & Date

After you and your Mentor complete your worksheets, discuss your responses during your monthly meeting. Remember to remind your Mentor and yourself, that no relationship is perfect and constructive feedback is healthy and can help strengthen your connection.

Compare your responses. Be sure to value both where you agree and disagree – it's all good information. After you are done sharing, talk about next steps – what you each can do to strengthen the good stuff and overcome any difficulties. Commit to a plan of action together.

Appendix A



Online Learning Center² (OLC²)



The DOE OLC² is the web-based learning management system (LMS) that provides

DOE Federal employees a convenient avenue to access career-enhancing courses while at the office, at home or on the go.

The OLC² provides a wide variety of quality courses to DOE Federal employees. With access to over variety of courses, employees can fulfill their training needs with ease and save money on travel and training costs. With the

OLC² you can take a few courses at your leisure or schedule several courses at a time.

Whether at the office, in the comfort of your home or on the go, you can access your online training at any time.


Working with OLC²

Logging into the OLC²

1. Open your web browser and type <https://olc2.energy.gov>.
2. In the **User ID** and **Password** field, type your Learner ID and Password.

NOTE: Your User ID is usually your FIRSTNAME.LASTNAME

3. If you have forgotten your password, click the **Forgot your Password?** Link; a temporary password will be sent to you via email. Your new password must include the following criteria:
1) 8 characters or more, 2) one Capital letter 3) one number and 4) one special symbol.

4. Click  **NOTE:** The System Configuration Checker will automatically run to ensure your desktop meets the required system configuration requirements. Click **OK** and allow several seconds for the checker to run.

A screenshot of a login form titled "Login Now!". It contains two input fields: "User ID:" and "Password:". Below the fields is a blue "Go!" button. An arrow points from the "NOTE" text above to the "User ID:" field.

If you are a **new DOE Federal employee**, you will receive your initial username/password in an email within two pay periods of the date of employment. If you are a **contractor**, you should contact your manager and office OLC² administrator for subscription information.



Searching a Course

Search Catalog: Go | [Browse](#)

1. In the Search Catalog bar: Enter keywords in the textbox to perform a quick search for related items in your catalog. (i.e. To find communications classes try typing Comm or communication)
2. When you are finished click "[Go](#)".

Launching a Course

1. Search the course
 2. Hoover over the course and "[Go to Content](#)" will appear to click on.
 3. Review the Overview and then click "[Play this Course](#)" to begin instruction.
- NOTE:** The course will automatically be added to your "To-Do List" on the Home Page.

Adding a Course to your Learning Plan

1. Search the course you would like to add.
2. Hoover over the course and Click "[Add to Learning Plan](#)".
4. The course is added for future use.

Need Help?

Contact your office OLC² Administrator or the OLC² Helpdesk at 202-586-3607 or by email energyolc@hq.doe.gov



There is also a USER GUIDE to navigate through the OLC² https://olc2.energy.gov/customcontent2/ContentRepository/JA64_User_Navigation_v1.pdf

Appendix B

Mentor/Mentee Partnership Agreement

We developed this agreement together. In it, we are writing some ground rules on how we want our mentoring relationship to work. By creating and signing this agreement, we are both committing to do our best to honor these ground rules.

As we spend time together, we will both try to:

-
-
-
-
-
-

Work on our shared goals for this mentorship, which include (list goals below):

-
-
-
-
-
-

Recognize that we are two different people, and that is a good thing. We can learn from each other if we respect and value each other and the ways we are alike and the ways we are different.

Really listen to each other. Try to understand the other person’s viewpoint.

Make sure we get things done and have fun doing it. Remember to laugh.

We will have our check-in meeting on _____ (3 months from today).
We will have our close-out meeting on _____ (6 months from today).

Mentee Signature

Date

Mentee Signature

Date

Mentor/Mentee Partnership Agreement (*Sample*)

We developed this agreement together. In it, we are writing some ground rules on how we want our mentoring relationship to work. By creating and signing this agreement, we are both committing to do our best to honor these ground rules.

As we spend time together, we will both try to:

- Meet or speak at least twice per month, for at least two hours.
- Pick meeting places that allow us to talk openly and honestly.
- Call ahead – giving at least 24 hours notice if possible – if we have to cancel or reschedule
- Come to our meeting prepared. If we've agreed to do some assignment between meetings, have it completed. Don't bring along friends or family members to meetings without talking about it first – usually this won't be a good idea.
- If we have a problem or something doesn't feel right to one of us, we'll talk about it – even if it is uncomfortable. We won't avoid facing a problem. We'll deal with it together.
- Keep what is said between us – maintain confidentiality. This means that we won't go telling other people what our Mentor/Mentee told us. We'll keep it private. The only exception would be when the law requires the Mentor to report a dangerous situation or when a criminal act has been committed.

Work on our shared goals for this mentorship, which include (list goals below):

- You as my mentor will assist me in preparing for my presentation at the Division Manager's meeting in September.
-
-
-

Recognize that we are two different people, and that is a good thing. We can learn from each other if we respect and value each other and the ways we are alike and the ways we are different.

Really listen to each other. Try to understand the other person's viewpoint.

Make sure we get things done and have fun doing it. Remember to laugh.

We will have our check-in meeting on Sept. 30, 2012 (3 months from today).

We will have our close-out meeting on February 28, 2013 (6 months from today).

Mentee

June 30, 2012

Mentee Signature

Date

Mentor

June 30, 2012

Mentee Signature

Date

Appendix C

Mentoring Action Plan

We developed this Action Plan together to document planned mentoring activities as they relate to my mentoring goals.

Mentoring Goal #1:

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status/Comments

Mentoring Goal #2:

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status/Comments

Mentoring Goal #3:

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status/Comments

Mentoring Goal #4:

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status/Comments