

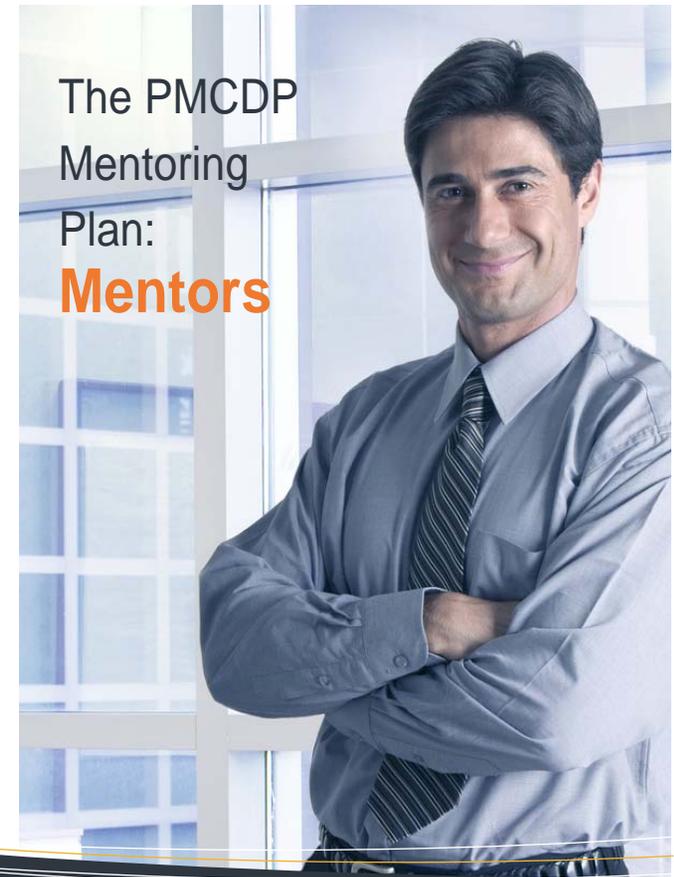


**DOE O 361.1B
ACQUISITION CAREER DEVELOPMENT
PROGRAM**

Requires FPDs have a path to reach the next level of FPD certification, including a mentoring plan



The PMCDP
Mentoring
Plan:
Mentors



The mentoring plan contributes to the professional development of FPDs in the PMCDP certification program. The program is jointly-driven by the mentor and his or her protégé, and overseen by the Senior Program Director (SPD).



U.S. Department of Energy

Office of Engineering and Construction Management

1000 Independence Ave, SW
Washington, DC 20585

http://www.management.energy.gov/pm_certification.htm

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Development
Program

Mentoring Plan: **Mentors**

Mentoring Quick Tips



Develop clear performance expectations. This is the key to success.

Define expectations and set rules for your relationship. This step assures that you are on the same page with your protégé, and will help prevent conflict down the road.

Be sensitive to your protégé's needs. In this context, provide support but promote independence, and become familiar with protégé's strengths and abilities.

Show positive interest in your protégé, and give them your fullest attention.

Ask questions to understand important issues. Use questions to direct conversation.

Commit time and skill to help your protégé. Your collective commitment is the foundation of a successful mentoring relationship.

Identify assumptions that your protégé may be operating from, and discuss the validity of those assumption.

Encourage openness and develop a trusting relationship.

Give feedback. Give specific advice and recognize accomplishments.

YOUR RESPONSIBILITIES AS A MENTOR

Each **mentor** is charged with supporting his/her protégés' professional development. Providing constructive feedback and advice will support protégés in achieving project success and growth as DOE FPDs.

Each **mentor** will shape the mentoring experience based on the professional development needs and goals as outlined in the protégé's Individual Development Plan (IDP).

