

Job Aid - Mentoring

Definition

Mentoring: A developmental, caring, sharing, and helping relationship where one person (the mentor) invests time, know-how, and effort in enhancing another person's (the protégé's) growth, knowledge, and skills to prepare that person for greater productivity or achievement in the future. (From the DOE Mentoring Program Guide)

Role of the Mentor

- Expect to invest effort and time (nominally, 1 hour per week). Like any other strong relationship, the one between mentor and protégé requires a solid foundation of mutual trust and understanding.
- Establish a partnership with the protégé providing encouragement and positive reinforcement.
- Help the protégé articulate realistic short-term and long-term career goals and objectives.
- Help the protégé identify a career development plan (formal or informal), documenting the resulting activities on the individual development plan (IDP).
- Mutually agree upon appropriate actions to accomplish specific development activities.
- Suggest supplemental activities that will help the protégé.
- Identify technical resources to be used in completion of any activities.
- Be available for progress review meetings.
- Provide positive and constructive feedback on the protégé's progress; suggest supplemental activities that will help the protégé.

Role of the Protégé

- Be eager to learn, initiating and participating in developmental and other learning activities.
- Keep a positive attitude, being optimistic and willing to try out new ideas or tackle difficult problems.
- Elevate your skill and knowledge level to gain an ever greater mastery of the job.
- Work as a team player, cooperating and communicating with those in and outside your work group.
- Be patient, persevering through obstacles that you will face.
- Accept praise and constructive criticism, always looking for ways to improve and enhance your knowledge, skill, and abilities.

Partnering

The mentor and protégé should identify expectations and outcomes of the relationship, along with discussion of career development and planning; and document this on the attached Mentoring Agreement. As such, the mentor can provide insight into career goals, help the protégé assess his/her competencies and identify strengths and needs, suggest various developmental activities and resources, and help the protégé develop a professional network. Be sure to use the IDP as the primary tool for planning and to involve the protégé's supervisor as appropriate.

Development Activities

The protégé must be diligent and focused in completing those individual and career development activities.

Progress Meetings

The purpose of progress meetings is to discuss the protégé's progress through the developmental activities. The mentor should help the protégé assimilate new information and understand its relevance to career goals and related competencies. The mentor also should provide encouragement and positive feedback to the protégé.

