

Date 06/14/11



## Environmental Management Consolidated Business Center (EMCBC)

### Subject: Mentoring Program Plan

PLAN

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Human Resources

#### 1.0 PURPOSE

To promote and improve knowledge sharing, professional development, and continuous learning that focuses on partnership development succession processes based on the agency's planning and deployment strategy; to eliminate talent deficiencies by providing measurable efforts to create a well-trained organization through character development and skill enhancement.

#### 2.0 APPLICABILITY

This plan applies to all CBC employees who participate in the EMCBC Mentoring Program. In addition, this plan is applicable to EMCBC employees in managerial and supervisory positions on detail for 120-days or more during the period of the detail.

#### 3.0 REQUIREMENTS and REFERENCES

##### 3.1 Requirements

- 3.1.1 P.L. 85-507, "The Government Employees Training Act of 1958"
- 3.1.2 5 USC 41, "Training"
- 3.1.3 5 CFR 335, "Promotion and Internal Placement"
- 3.1.4 5 CFR 410, "Training"
- 3.1.5 5 CFR 720, "Affirmative Employment Programs"

##### 3.2 References

- 3.2.1 EMCBC Merit Promotion Plan, IP- 323- 11

#### 4.0 RESPONSIBILITIES

The EMCBC Director in partnership with the Assistant Directors and Team Leaders will implement a comprehensive Mentoring Program plan to support mentoring and coaching activities as part of leadership succession planning – either planned or unplanned, preparation of Individual Development Plans (IDP), and performance management process, to ensure the stability and accountability of mentoring throughout the organization.

## 5.0 GENERAL INFORMATION

The EMCBC Mentoring Program cascades down from the DOE plan and provides enriching experiences through reciprocal relationships and opportunities for 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 personal and 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.

More and more government agencies and organizations are creating mentoring programs for various reasons. From increased morale to increased organizational productivity and career development, the benefits of an organization that actively supports mentoring are numerous. However, successful mentoring programs do not just happen. 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 EMCBC forecasts additional growth in a specific job series, the organization may want a mentoring program to help prepare high-potential employees for future managerial positions in that series.

### **Steps to ensure a positive mentoring plan include:**

- Within 30-days, in collaboration with OHR, ensure new managers and supervisors are assigned to their position description (PD); placed on Performance and Development Plans (PDP); and have an Individual Development Plan (IDP) input into ESS;
- Partner with the OHR and Office of Civil Rights and Diversity (OCD), to assist in recruitment activities, ranking and rating of candidates, and the selection process in accordance with 5 CFR, Merit System Principles, Federal Equal Opportunity Recruitment Program (FEORP), Office of Personnel Management Human Resources Flexibilities and Authorities in Federal Government, and EMCBC policies, procedures, and plans.
- Attend all mandatory and selected leadership training in accordance with 5 CFR 412 and DOE Order 360.1C;
- Foster an understanding of the organization's culture, its values, and its diversity;
- Help new leaders make a successful adjustment to their new position and take an active role in leadership development through training and development, mentoring and coaching; and
- Conduct self-assessments of individual and organizational leadership competencies and performance management as part of EMCBC Strategic Plan, in accordance with 5. U.S.C. Chapter 41, 5 CFR Part 410, 5. U.S.C. Chapter 43, 5 CFR Part 430, and Executive order 11348.

**EMCBC RECORD OF REVISION**

DOCUMENT – PL-323-04 Rev. 0 Mentoring Program Plan

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	New Document	All	6/14/11