



## MENTORING & CAREER DEVELOPMENT

# What is Mentoring?



- **“Mentoring is the pairing of an individual (mentor) who has expert knowledge or skill with someone(mentee) desiring to gain that knowledge or skill in order to further develop professional expertise”- Michael Zey, The Mentor Connection**



# What Mentoring is not



- **A definite future job offer or promise of work experience**
- **A place where someone will make decisions for you**
- **A one-sided relationship**
- **Necessarily a significant time commitment**



# Role of a Mentee



- **Be committed**
- **Don't be afraid to ask questions**
- **Reflect on shared information**
- **Be open to new ideas and experiences**
- **Accept feedback and learn from it**

# Role of a Mentor



- **Challenge, motivate, inspire, and encourage**
- **Be patient and build trust**
- **Offer alternative perspectives**
- **Share personal experience/expertise**
- **Don't simply provide solutions**



# Poll



- Given this information how many people would say they have been a part of a successful mentor/mentee relationship?

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No, I don't "have five minutes".  
I don't have one minute.  
I don't have time to tell you  
I don't have time.



# Formal Vs. Informal Mentors



- Formal mentors are those usually assigned to you in a workplace setting
  - Great for job networking, career planning, and achieving success in current position
- Informal mentors are people whom you can relate to on a personal basis in the office
  - Great for unbiased job advice and risk management



# Career Development



- **Career Development**

- Involves managing your career either within or between organizations. It also includes learning new skills, and making improvements to help you in your career. Career development is an ongoing, lifelong process to help you learn and achieve more in your career.

- **Seems a bit broad.....BECAUSE IT IS BROAD**

- **This is a lifelong process that continues everywhere in an organization from the summer intern to the CEO**





# Goals



- **Career development is how individuals manage their careers within and between organizations.**
- **Your goals guide the way**
- **Always ask yourself what is the endgame, what is my objective for the near future? The long-term future?**
- **Goals will not always be followed exactly. Goals give you the ability to adapt with purpose and efficiency**

# Example



- Lets take a look at the year 1982 when many of your parents may have sat in a similar conference
  - First CD player was sold in Japan
  - Gallon of gas- 91 cents
  - Vic 20 was first popular PC- \$299
    - ✦ What a Vic 20 looked like
  - No internet
  - No commercial cell-phones
  - No Facebook?!?!?



Where will you be in 30 years?

# How Mentoring and Career Development Relate



- **How do you know what is necessary to reach your goals?**
  - Most of the time you model yourself after a mentor/person who is pursuing or has achieved the same goal
- **For example some of you may wish to enter the Senior Executive Service in the future**
  - Use current senior executives as role models and formal or informal mentors
- **Interesting facts for Senior Executive Service**

# Networking



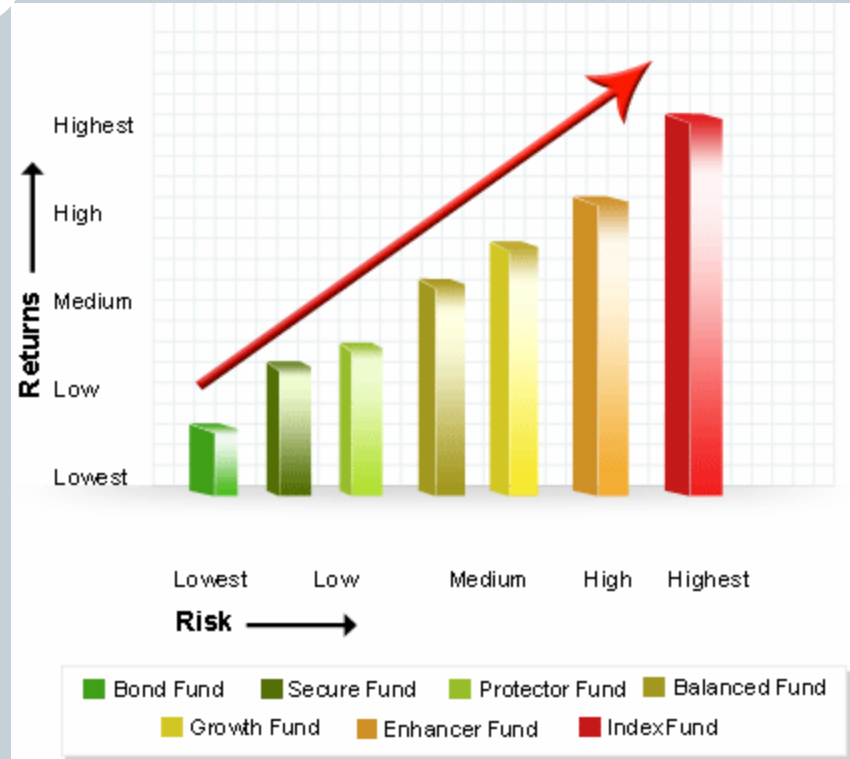
- Everyone in Washington D.C. is seemingly connected by ~~six~~ two degrees of separation
- Looking for a new job opportunity? Some advice on how to best pass a certification test? You may not know who to get in contact with. Chances are your mentor does



# Managing Risks



- Your career is an investment and just like any investment your return is a function of risk
- Knowing when to ask for that promotion, when to push for your proposal, or when to look for another job are all considerably risky and frequently necessary decisions
- An experienced mentor can be very beneficial in helping you decide if and when you should take such risks



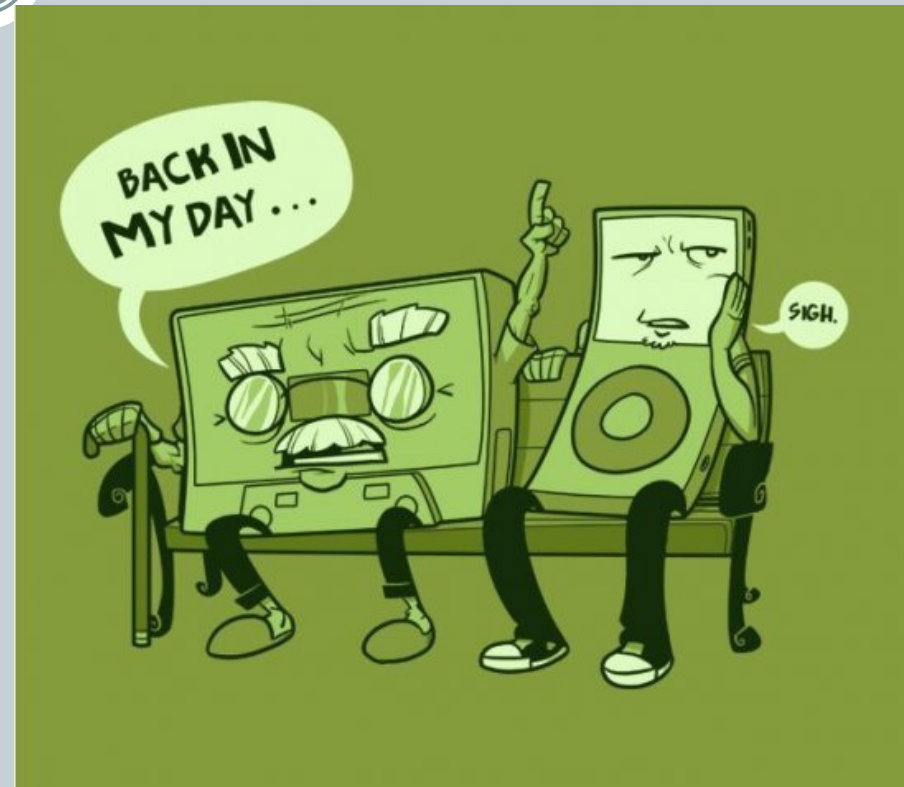
# General Job Knowledge



- Education does play a role in promotions and career advancement ... but in the end the largest determinant of whether you move up or not is how well you do your job
- This is where a mentor can be instrumental in supplementing learning and introducing concepts that have led them to success

# 10 Years From Now

- In the not too distant future many of you will have the opportunity to adopt a mentoring role
- There are many beneficial reasons to do so
  - Enhance leadership, feedback, and coaching skills
  - Gain exposure to a generation you hope to manage
  - Networking works both ways
- You were there too once





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