

# **IEEE GOLD Mentoring Program**

**Outline of program features for IEEE Membership  
Development Committee**

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# Program Format

- Available through a Membership Portal module
- Web based program with login & password
- Program site has links to mentoring resources, orientation guide, application & profile forms, calendar, discussion forum, action plan for partnership evaluation
- Mentee self-selects from mentor profiles for match, then contacts
- Communication via email or phone
- Relationships could be outside of local area
- Mentoring relationship lasts one year with six month assessment and final evaluation at year's end
- “Turn-key” operation for IEEE

# Mentoring Program Benefits

- Real value seen by graduating students
- Real value for GOLD members
- Provide support structure for transition from student to professional member
- Shows IEEE's interest in providing help to young engineering professionals
- Relative low cost of operation using web-based program

# Value Add to Membership

- Could be solution to retention of graduating students
- Special benefit to GOLD members only
- Builds on member to member relationship based on IEEE membership
- Value for members to connect & network via their professional association
- Many membership associations offer a mentoring program as a member benefit

# Mentoring Program Risks

- Lack of mentors participating
- Too many mentees signed up for program
- Need to match mentor with more than one partner
- Disappointment for mentor with long wait for match
- Disappointment in choice of mentors for mentee to select from

# Overcoming Risks

- Encourage mentors to participate in program
- Communicate roles & responsibilities for each partner, program resources
- Communicate orientation resource as guide to program functions
- Consider web conference for pilot training
- Pilot program to Region prior to entire IEEE membership
- Learn from pilot and adjust
- Communicate program – use success stories

# Program Participants - Mentors

- Older, more experienced IEEE members
  - In executive, management, or supervisory position
  - In academic or research position, consultant
  - In IEEE volunteer leadership
- Could include “older” GOLD members
  - In management or supervisory position
  - In academic or research position, consultant
  - In IEEE volunteer leadership
- Share career experiences, rather than technical expertise to specific work problem
- Opportunity to give back to profession

# Program Participants - Mentees

- IEEE GOLD members, not students
- Recently graduated and entering workforce (1<sup>st</sup> or 2<sup>nd</sup> job)
- Could be unemployed or undecided on present or future career decisions
- Looking for place to learn from others who have already been there
- Connect with established engineering professionals

# Mentoring Pilot Project

- Vendor: The Training Connection, Inc. based in Virginia
- Web based program on vendor's server
- Client list includes many departments within the US Government (Army, Navy, Energy, Agriculture, Interior, Education, Defense, Small Business Administration, Forest Service, Veterans Affairs; and Prince William Country Social Services)
- Yearly license fee for program, resource materials, web site development
- GOLD members reviewed vendor's demo site for navigation, program ease & understanding, data requested in application and profile forms

# Mentee Program Process

- Mentee enters site, logs on
- Prompted to complete a User Profile
  - Name, location, career path, email address
- Prompted to complete an Application Form
  - Includes the biographical background
- View Status Page
  - List of various program forms the participant may complete during mentoring program
- Sends request to enter into mentoring partnership
  - Reviews profiles of selected mentors matched by location, skill set
  - Sends message to potential mentors for interview prior to selection
  - Selects mentor from profile and sends message to enter into partnership
  - Receives reply on acceptance or decline
- Program's Planning Tools assist mentee for self-development
  - Mentoring Action Plan: identify developmental activities to address their particular needs & goals
  - Mentors have viewing capability, no editing ability
- Other Program Features
  - Mentoring Agreement Form, Close Out Evaluation, phone book, calendar, diary, discussion forum (open to all participants), evaluation

# Mentor Program Process

- Mentor enters site, logs on
- Prompted to complete a User Profile
  - Name, location, career path, email address
- Prompted to complete an Application Form
  - Includes the biographical background
- View Status Page
  - List of various program forms the participant may complete during mentoring program
- Receives request to enter into mentoring partnership
  - Receives email with name of mentee asking to partner with
  - Mentor has opportunity to accept or decline
  - Mentors may partner with more than one mentee in IEEE program
  - Begin communication via email, phone if convenient
- Program's Planning Tools
  - Mentoring Agreement Form, Mentoring Action Plan, Close Out Evaluation
- Other Program Features
  - Phone book, calendar, diary, discussion forum (open to all participants), evaluation

# Time Frame for Pilot Project

- October 2004: Vendor Selected
- November 2004: Review of program forms and documents for IEEE customization
- December 2004: Review forms, begin testing
- December 2004: Select Region for pilot and communicate program for interest to membership
- January 2005: Testing complete
- January 2005: Communicate to pilot group to join program for completion of application & profile forms by mentors
- February 2005: Communicate to pilot group to join program for completion of application & profile forms by mentees or proteges
- February/March 2005: Open program for matching
- July/August 2005: Six month evaluation by mentoring partners on relationships
- December 2005: Early year-end program review and evaluation