

ASEI Mentoring Program

ASEI Mentoring Program facilitates 1-1 or small group mentoring opportunities to its members. The program is expected to run for a period of six months. It enables a safe and personal networking relationship between leaders and mentees to share life experiences and guidance for professional and career development, entrepreneurship, and work/life balance to develop top-performing future leaders.

Benefits: Creates enthusiasm among members to develop themselves and actively participate in ASEI professional development activities. Aligns with ASEI vision to provide networking opportunities for professionals and career guidance and mentoring to members in order to develop and nurture the next generation of engineers and technical professionals

Highlights

- 1-1 with a leader or a small group mentoring based on common interest
- For engineers in early to mid-careers
- Mentors are drawn from senior positions from diverse industries
- Commitment:
 - 3-4 meetings of 1 hour each spread over a six-month period
 - Participation in a mid and end of program events
 - Completion of feedback survey(s)

Roles and Responsibilities

Mentor

- Create and build trust and respect with assigned mentee
- Serve as a confidant
- Serve as a valuable resource for Mentees
- Teach strategies, values, vision and cultural priorities
- Offer additional organizational experience and knowledge
- Act as a sounding board and help Mentees to identify and achieve reasonable goals
- Invest time and energy into developing a strong foundation and relationship with your Mentees
- Share appropriate experiences, skills, critical knowledge, networking strategies and lessons learned
- Provide insight, perspective and constructive feedback to Mentees
- Confront negative behaviors and attitudes when appropriate
- Provide insight relative to the organizational culture

- Be a positive role model; coach and teach by example
- Ask for advice or help from Mentees as appropriate
- Offer encouragement and counsel when appropriate
- Assist Mentees with career planning and professional development
- **A Mentor does NOT:**
 - *Focus on job-related instructions*
 - *Have responsibility for career development or compensation of Mentees*

Mentee

- Acquire knowledge and skills from the Mentor
- Acquire and develop new skills and competencies needed for the future
- Take responsibility for own personal development
- Take initiative in managing the partnership
- Be receptive to coaching, feedback, and new ideas
- Listen and ask questions
- Share personal values, opinions, concerns, etc. as appropriate
- Set and work toward goals by objectively assessing one's own abilities
- Suggest new ideas to Mentor

All Participants

- Commit to an informal partnership
- Communicate openly and honestly
- Maintain confidentiality
- Respect individual differences

Partnership Commitment

Answer the following questions to determine the guidelines for your mentoring partnership.

How will we communicate?	
How often?	
When/where will we meet?	
Who will initiate the meetings?	
How will feedback from the group be accomplished?	
How will all parties benefit from this partnership?	
How will confidentiality be ensured?	
What will we do as a team if we feel this partnership is not working?	

Mentee Development Worksheet

- 1. Identify most important personal and professional development needs. You may want to include input from managers, peers, appraisals, and self-assessment.
- 2. Identify the significant key factors that will contribute to the accomplishment of each of these needs and to your success.
- 3. Identify any possible barriers that may block your success. Barriers may be people or policies that prevent you from taking action or that limit the amount of action you can take. They may not be real, but you may perceive them as real.
- 4. Define how a mentor can help you achieve success and overcome the barriers.

Personal and professional development goals	Significant keys to achieving goals	Barriers to Success	How Mentor can help

Resources

- Building one's individual [brand](#)
- Utilizing [Toast Masters](#)
- Disc profile: <https://www.discinsights.com/whatisdisc>
- Strength finder: <http://strengths.gallup.com/110440/About-StrengthsFinder-20.aspx>