



# **CIGRE UK Mentoring Guide**

## What is Mentoring?

Mentoring is a career development-focused relationship between an experienced employee and a less experienced employee - in this case, a CIGRE member with less than 10 years of experience.

Mentoring relationships are mutually beneficial: research has shown that mentoring is key to helping both mentors and mentees professionally develop and advance in the workplace.

A mentor is a role model, confidante, and advocate for the employee.

A mentee is someone being guided in his or her career by another more influential person or mentor.

# Purposes and Goals of the Mentoring Programme

The CIGRE UK Mentoring Programme is designed to foster the growth and development of young professionals in the engineering sector. This programme aims to provide comprehensive support to mentees, helping them navigate their career paths and achieve their professional goals. Below are the key purposes and benefits of the mentoring programme:

## Career and Personal Development Support

The mentoring programme offers personalised guidance to mentees, focusing on both career and personal development. Mentors provide valuable advice on career progression, goal setting, and overcoming challenges, ensuring that mentees are well-equipped to advance in their careers.

## Technical Skill Enhancement

Through the mentoring programme, mentees have the opportunity to enhance their technical skills. Mentors share their expertise and knowledge, helping mentees stay updated with the latest industry practices and technologies. This technical guidance is crucial for professional growth and staying competitive in the field.

## Chartership Guidance

For those seeking chartership, the mentoring programme can offer tailored support. Mentors provide insights into the chartership process, helping mentees understand the requirements and prepare effectively. This guidance is invaluable for achieving professional recognition and advancing in the engineering profession.

## Promoting Career Development Opportunities for Women in Energy

The programme is committed to promoting diversity and inclusion within the engineering sector. It specifically aims to support and mentor women in engineering, providing them with the resources and encouragement needed to thrive in their careers. By fostering an inclusive environment, the programme helps bridge the gender gap in engineering.

## Leadership Development

The mentoring programme focuses on developing leadership skills among mentees. Through mentorship and practical experiences, mentees learn to lead projects, manage teams, and make strategic decisions, preparing them for leadership roles in the future.

## Global Perspectives

The mentoring programme exposes mentees to international practices and perspectives in engineering. This global outlook broadens their understanding of the industry and prepares them for opportunities in a globalised world.

# What's in it for Me?

Mentoring provides a unique opportunity to take your career to the next level. Mentors offer valuable insight from years of experience in industry to help you identify your interests and grow your experiences. Here are several key benefits to the CIGRE Mentorship programme:

## Networking

- a. CIGRE mentors can introduce you to various members of industry at conferences and help you build relationships.
- b. A diverse network of industry colleagues will open doors to many more career opportunities.

## Insight into Study Committees

- a. CIGRE working groups can be intimidating at first. Experts meet to address challenges facing the electric utility industry and propose solutions.
- b. Mentors provide a fantastic way to get involved with working groups while still being new to your career.
- c. Participation in working groups enhances your knowledge in a specific area, providing valuable experience to transition to your desired role.

## Goal-setting

- a. Mentors can help provide specific goals for either personal or professional development.
- b. Even if you don't have any goals in mind, mentors will work with you to create specific, achievable, relevant, and time-based milestones.

## Access to Continuing Education Credits

- a. The mentorship programme is pleased to announce there will be two seminars delivered by university professors that will count toward Continuing Education credits needed for Professional Engineer Licensure.
- b. These seminars provide a focused look at industry problems from an academic standpoint, and inspire research ideas for utilities to expand on.

## Conference Meetups

- a. CIGRE will be sponsoring a meetup at each GOTF conference to allow mentors/mentees to personally connect and meet in person.

## EXPECTATIONS

|                   | MENTOR   | MENTEE   |
|-------------------|--|--|
| CORE EXPECTATIONS | <ul style="list-style-type: none"><li>• Provide honest and constructive feedback, rather than general criticism</li><li>• Encourage open communication</li><li>• Maintain contact with mentee</li><li>• Offer advice and support to the mentee</li></ul> | <ul style="list-style-type: none"><li>• Do the necessary pre-work for mentoring conversations as outlined in the meeting guidelines and by the Mentor</li><li>• Demonstrate a genuine interest in the mentorship</li><li>• Follow up on action items identified during development conversations</li></ul> |
| TIME COMMITMENT   | <ul style="list-style-type: none"><li>• Set aside time (schedule permitting) to meet with mentee</li><li>• Set realistic expectations with mentee concerning availability</li></ul>  | <ul style="list-style-type: none"><li>• Be respectful of mentors' time and schedule</li><li>• Duration the internship duration communicate on a regular basis with mentor, per expectations set together</li></ul>   |

# GUIDELINES

## BEGINNING THE MENTORSHIP

The mentee will reach out to schedule an initial meeting between themselves and the mentor. The first meeting should allow the mentor and mentee to get to know one another: their educational and professional background, their goals and objectives for the mentorship, expectations as far as length and number of times to meet, etc. There are several meetings pre-defined in the programme, but it is encouraged to schedule additional sessions.

- Mentoring guide to Mentees and Mentors with detailed meeting guidelines
- Time commitment
- Meeting organisation layout
- Kick off Webinar

## DURING THE MENTORSHIP

Meetings throughout the programme should focus on sharing knowledge, skills, experience, information, and advice. Depending on the interests selected on the questionnaire, this might include conversations on specific duties, research topics, etc.

- Quarterly thermometer surveys (online form)
- Mid-point survey with optional 1-1 feedback meetings
- Help with any documentation

## ENDING THE MENTORSHIP

By the end of the mentorship, mentors should have shared insights and experiences, supported mentee's positive momentum toward personal/professional goals and prepared the mentee to move forward in his or her career. Ending the formal mentoring relationship doesn't mean ending all contact, though, if the mentor and mentee are opening to continuing their relationship in any capacity.

- Dissemination and meet up at the AGM
- Feedback and testimonials

## DURATION OF THE MENTORING RELATIONSHIP:

The duration of the mentoring relationship will be determined by mutual agreement between the mentor and the mentee. At the outset, both parties will agree on an initial period for the mentorship, during which they will work together towards the mentee's goals. At the end of this period, they will review the progress made and decide whether to continue, adjust, or conclude the mentoring relationship. While flexibility is encouraged to ensure the relationship meets the needs of both parties, it is recommended that this review take place within a maximum of 12 months from the start of the mentorship. This approach allows for both structure and adaptability, ensuring the mentoring process remains effective and focused on the mentee's development.