

# ***Mentoring Program***

## **What is mentoring?**

Mentoring is a process that links an experienced person with an individual who is seeking out one to cultivate them professionally and develop their career.

**Mentor** – A trusted counselor or teacher who oversees the career and development of another. He or she helps the associate clarify career goal paths and carry out a plan to reach goals by sharing their knowledge and insights gained through their experiences.

**Associate** – An associate is an individual who is seeking out someone to provide guidance and direction to develop him or her both personal and professional.

## **Who can participate?**

All federal employees including student hires.

## **Why participate in the mentoring program?**

- Master additional skills, knowledge and abilities in specific areas.
- Become more confident.
- Learn from another employee.
- Develop rewarding professional contacts.
- Opportunity to practice management, leadership and interpersonal skills.
- Growth in counseling and guidance skills.
- Satisfaction from helping another person grow and develop.

## **The Mentoring Program will not provide the following:**

- An automatic path to promotion.
- An opportunity to discuss chain of command decisions.
- A resolution to an existing or current work related situation(s)/matter(s)
- A substitute for leadership programs.

**For more information contact:**

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