

IEEE Mentoring Program

www.ieee.org/mentoring

What is the IEEE Mentoring Program?

The IEEE Mentoring Program is an online program which facilitates the matching of IEEE members for the purpose of establishing a mentoring partnership. By volunteering as a mentor, members use their career and life experiences to help other IEEE members in their professional development. Participation in the program is voluntary and open to all IEEE members.

Who can be an IEEE...

...Mentee?

Prospective mentees must be IEEE members who are, but not limited to:

- New professionals in their first or second job, or considering entering a graduate program;
- Recent graduates entering the professional work force for the first time;
- A professional making a career move or career change;
- Individuals who have a passion for learning;
- Willing to give time and effort to the mentoring partnership (a minimum of four hours per month is suggested);
- Willing to identify and clarify their developmental goals;
- Interested in learning from another professional.

...Mentor?

Prospective mentors must be IEEE members who are, but not limited to:

- Willing to give time and effort to the mentoring partnership (a minimum of four hours per month is suggested);
- Able to communicate effectively with others;
 - Willing to share some career successes and failures;
- Individuals who may be or have been executives, consultants, in middle or upper management, or in research;
- Individuals who may be or have been educators, entrepreneurs, or self-employed;
- Individuals who may be or have been proven leaders offering inspiration and insight.

How/Where to Manage the Mentoring Partnership...

In Person

If the mentor and mentee are located in close proximity, in person meetings are the best way to get to know each other and build your partnership

Web Conference/Skype

Using web-based video/audio conferencing applications, several of which are free of charge, are reliable to build the mentoring partnership and provide visual in addition to audio contact.

Teleconference

Teleconferences are best once you have started your partnership, as the lack of visual contact makes for a less robust experience.

Email

Written communication is best to provide brief updates, but it is not a replacement for in person, web conference, or telephone contact.



Private Groups

Using the private groups feature in IEEE Collabratec can be very helpful. Private groups are by invitation only and allow participants to have discussions by creating, organizing, sharing, commenting, and collaborating on content. They are not discoverable by IEEE Collabratec users other than the owner and the invited participants.

Frequently Asked Questions

www.ieee.org/mentoring

Q. What is a mentor?

A. A mentor is someone who offers his or her wisdom or experience. A mentor is defined as a wise and trusted counselor or friend. Successful mentors draw from a broad background that is rich with lessons from past experiences.

Q. What is a mentee?

A. A mentee has made a commitment of time and energy to engage in a mentoring partnership in hopes of learning from a mentor's "wisdom of experience."

Q. How do I start a mentoring partnership?

A. You will need to have an IEEE Collabratec account in order to participate in the program. Once you have created your account at www.ieee-collabratec.org, you will need to complete your profile containing your basic information, biography, experience, education, publications, interests, etc. If you are a mentee, you will then search for available mentors to find one that best matches your mentoring needs.

Q. Who selects the mentoring partners?

A. The IEEE Mentoring Program uses the "informal style" of mentoring, where the mentee self-selects their mentor from a database of available IEEE members who have volunteered to participate. The search criteria are selected by the mentee and can be determined by their geographical preference, by technical competencies, affiliations, industry, or other factors.

Q. What kind of commitment should I expect?

A. Each participant in a mentoring partnership should be committed to giving time and effort to develop their partnership. There must be a clear understanding of the roles and responsibilities of each partner and follow and each partnership should follow an action plan that defines goals and outlines expectations. For successful mentoring relationships, a minimum of four hours per month is suggested.

Q. How is this beneficial to me as a mentor?

A. Being a mentor can be beneficial in many different ways. Mentoring others can help to expose you to new talent, it brings ongoing attention to your own career development, and it is a great way to build your professional network. Mentoring can also enhance your coaching, leadership, and management skills. Start mentoring today to expose yourself to a diverse group of individuals offering different viewpoints.

Q. How do I know if I am ready to be a mentor?

A. If you are willing to listen to your mentee's needs and concerns, and would like to help your mentee define career, educational, and other professional goals, you are ready. You must also be willing to openly share your professional and technical knowledge and skills, as well as be able to offer constructive criticism to help your partner learn and progress.

Q. How do I know if I am ready to be a mentee?

A. If you think you would benefit from the guidance of another person in setting professional, educational, and/or career goals, a mentoring partnership is the right choice for you. Mentees must be willing to both ask questions and share information to provide a two-way relationship with their mentor. You must also be willing to consider new ideas. If you wish to begin a mentoring partnership, you must be ready to put in effort in order to develop a successful partnership, which takes time, energy, and open communication.



*Participation in the program is voluntary and open to all IEEE members. For more information on the program, go to www.ieee.org/mentoring. If you have questions, please contact the IEEE Mentoring Program Coordinator at IEEEmentoring@ieee.org.

Mentoring Timeline

www.ieee.org/mentoring

Step 1: Introductions:

At this point in time, the mentor and mentee have both agreed to participate in a mentoring partnership. During this time, contact information and basic profiles should be exchanged and discussed.

Step 2: Establish Goals:

During the first week or so, the mentor and mentee should exchange, review, and finalize both their goals. At least three goals should be designated for both the mentor and mentee. Set up a private group in IEEE Collabratec to organize, share, and collaborate on content.

Step 3: Execute Goals:

Over the course of a few months, both the mentor and mentee should work together towards achieving their goals. If goals need to be changed or enhanced, this should be a discussion between both participants.

Step 4: Closing Relationship:

Once both the mentor's and the mentee's goals have been reached, both participants should take the time to recap the mentoring partnership and goals. Be sure to exchange final contact information during this time.

Step 5: Post-Mentoring Relationship:

Ensure that you complete the [post-mentoring partnership survey](#) to let IEEE know how things went.

MENTORING AGREEMENT

1. This form is just a guide, but it is recommended to be filled out upon the first meeting between a mentor and a mentee.

2. Jointly review and discuss all answers and reach agreement. Regularly review this agreement to ensure that both participants are complying with what was agreed upon.

Purpose of Mentorship _____

Expectations of the Mentor _____

Expectations of the Mentee _____

How often will you meet and for how long? _____

When and where will you meet? _____

Who will be responsible for scheduling your meetings? _____

How will problems be fixed if obstacles arise? _____

When will the mentorship be fulfilled? _____

Mentorship will focus around these three areas:

1. _____

2. _____

3. _____

Additional Comments: _____

Mentee Signature: _____ Date: _____

Mentor Signature: _____ Date: _____