

***Defense Threat Reduction Agency (DTRA)
& USSTRATCOM Center for Combating WMD
(SCC-WMD)***

Mentoring Program Details

March 2016





Purpose

- The DTRA/SCC-WMD Mentoring Program is designed to improve the leadership skills and competencies of civilian and military employees



Program Goals and Objectives

- Facilitate the transfer of technical and professional knowledge and expertise
- Recognize skills and competencies needed for success and find developmental opportunities needed to develop those skills
- Gain an understanding of organizational values, relationships, and unwritten rules
- Increase exposure at different organizational levels
- Make realistic, achievable Mentoring Action Plans



Program Features

- Formal Training
- Matching Process
- Meetings with Mentors
- Self and 360 Feedback
- Mentoring Action Plan
 - Developmental Assignments
 - Networking Opportunities
- Motivational Speakers



Formal Mentoring

- A critical aspect of the program is a formal mentoring relationship
- Formal mentoring capitalizes on the experiences of successful individuals (mentors) who are committed to developing a highly skilled and high performing workforce
- The formal mentoring support includes a facilitated matching process, formal mentoring training, and established tracking system, and clear goals for measuring success



Typical Time Commitments

- Mentoring participants commit to a 9 month mentoring partnership. This includes a minimum of two – four hours per month either face-to-face with their partner or working on developmental assignments and activities
- Each mentoring pair will agree on the frequency of the mentoring meetings
- Formal mentoring support will conclude at the end of the program



Eligibility

- Participation will be on a voluntary basis
- Mentees: will demonstrate leadership potential and be committed to their personal achievement as well as to the continued success of the organization
- Mentors: will demonstrate excellence in their careers, possess a positive outlook, and have good communications skills



Program Relevance

- Increases understanding of the organization
- Improves communications and collaboration across the Agency
- Expands networks
- Includes personnel from remote sites
- Increases productivity, performance and morale
- Recognizes growth opportunities
- Creates a greater sense of community



Keys to a successful program

- Visible top management support
- Dedicated program manager
- Active program champion
- Mentor/Mentee commitment
- Participant having a voice in the matching process



Gains from the mentees perspective

- *“Having a better understanding of my organization and learning to communicate and interact more with others were my top two goals when joining the program. Both goals have been fulfilled. I am thankful for the guidance I received from my mentor and the mentorship team.”*
- *“Participating in the mentoring program helped me obtain the big picture of the Agency. With this opportunity I was able to understand my contribution to the Agency.”*
- *“I learned that I could only do my best and leave the rest alone. I learned to speak up for myself especially when I hate confrontations and I know someone is at the wrong. I learned that I am an added value employee and I do make a difference to this organization.”*



Gains from the mentors perspective

- *“It provides an opportunity for a true self-evaluation as plans are made to mentor effectively. It is personally satisfying to see growth in our junior leaders.”*
- *“I gained an appreciation for the high level of commitment required to serve as a mentor in a structured mentoring program.”*
- *“Truly understanding that both partners have something to bring to the table. Whether mentee or mentor, both have something to offer and take from the experience.”*
- *“Re-engaged with others in the organization that I might not always have the time to work with. The program reinforced my belief in the need to have a mentee and mentor, and I made this a requirement within my division.”*



Point of Contact Info

- DTRA/SCC-WMD Mentoring Program Manager
 - Ms. Valarie Wright
 - J1, Human Resource Directorate
 - 703-767-4708
 - Valarie.J.Wright2.civ@mail.mil