Training Working Group Monthly Learning Opportunity

October 17, 2022

Holli Prior (CPCCo)

Kayla Buchanan (NNSS)

Mitzi Cohn (LANL)

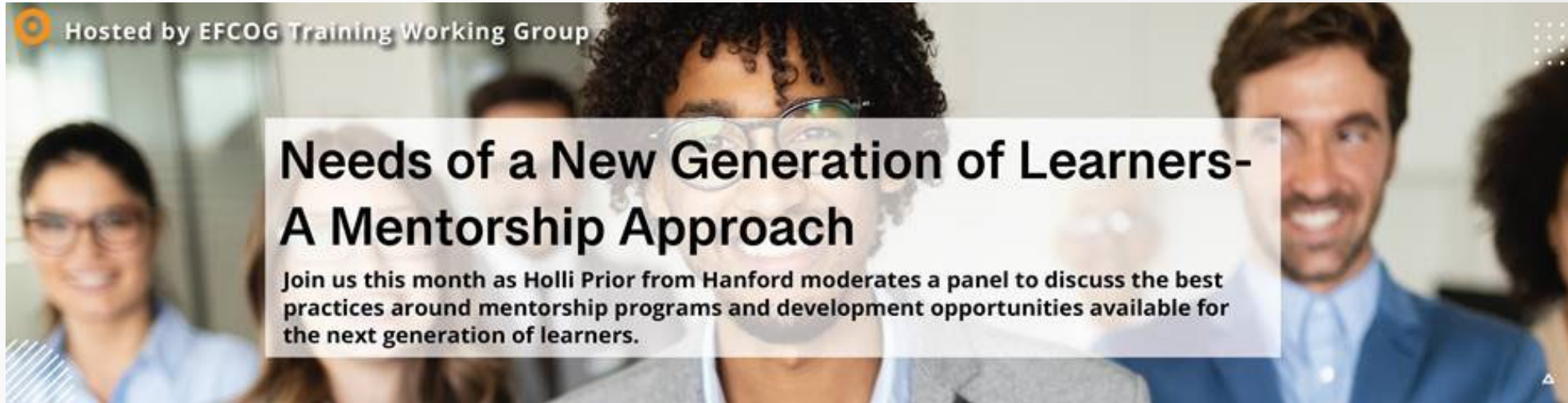Erica Collins (Brookhaven)

David Yakonich (NNSS)

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Webex meeting recording: EFCOG TWG October Learning Opportunity-2022-10-17
Password: OctoberTWG2022-10-17
Recording link: https://nnss.webex.com/nnss/ldr.php?RCID=7ea93489a11572bebd544a3037ce2fbc

Agenda

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Needs of a New Generation of Learners-A Mentorship Approach

Join us this month as Holli Prior from Hanford moderates a panel to discuss the best practices around mentorship programs and development opportunities available for the next generation of learners.
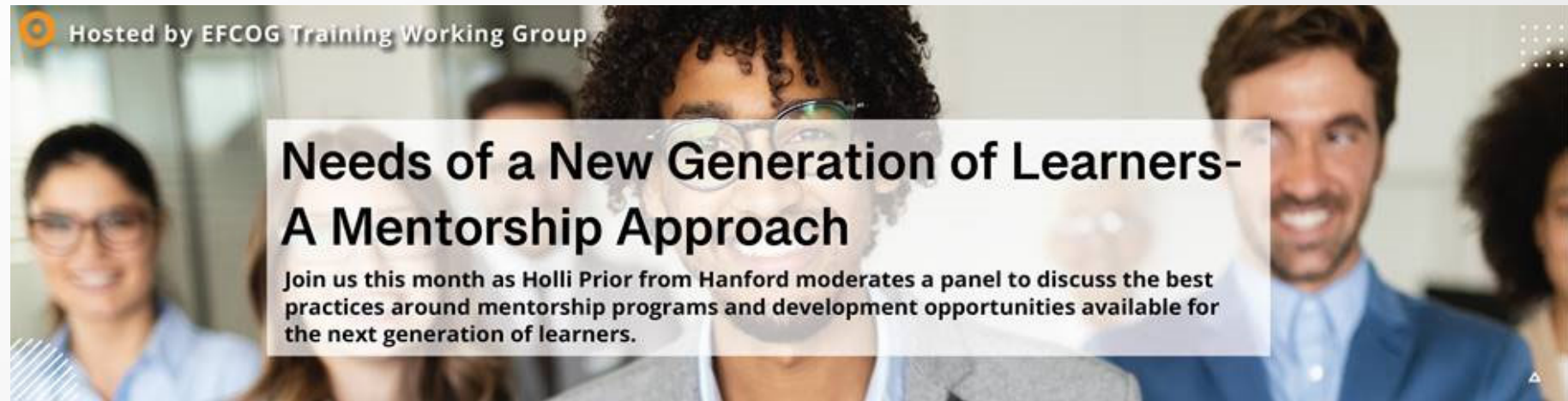
- "Needs of a New Generation of Learners" Panel
- Next Steps
    - We would like your Feedback
    - Future EFCOG Training Working Group Learning Event
    - Follow up messages

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Quick Poll

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Needs of a New Generation of Learners- A Mentorship Approach

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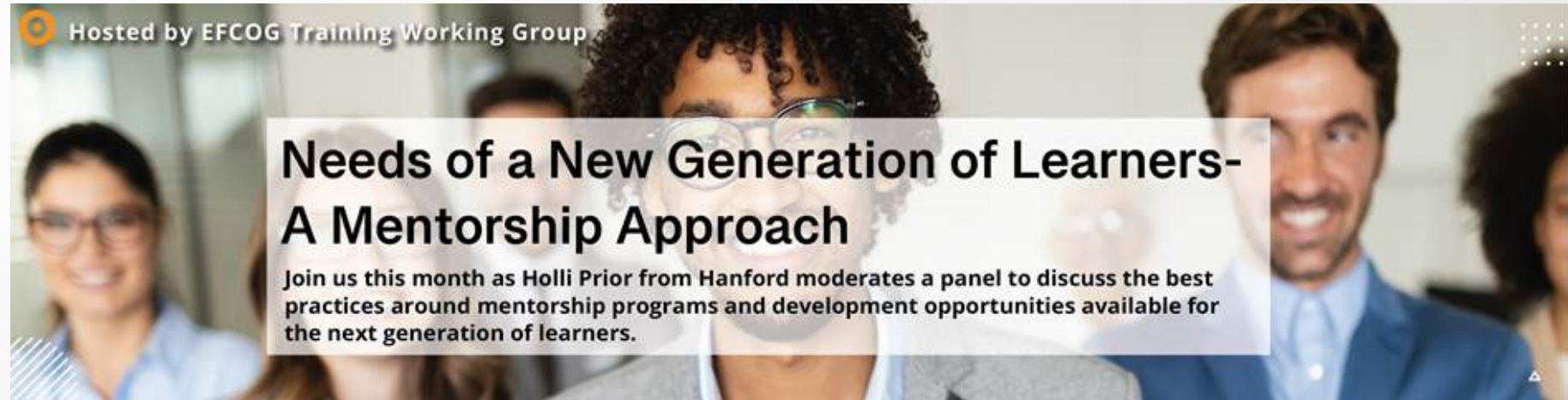
Our panel is prepared to speak to more topics than session time will allow. **Which topic area would you like us to spend more time on today?**

- **Topic 1 Process:** *Program development process/timeline, Recruitment, Matching mentors and mentees*

- **Topic 2 New Mentoring Models:** *Reverse-, micro-, or group-mentoring; Peer-to-peer social learning structures; Support for acclimation to workplace culture*

- **Topic 3 Resources:** *Support for mentors and mentees, Resources to share*

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Our Panel

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Needs of a New Generation of Learners- A Mentorship Approach

Join us this month as Holli Prior from Hanford moderates a panel to discuss the best practices around mentorship programs and development opportunities available for the next generation of learners.

- Holli Prior (CPCCo), Moderator
- Kayla Buchanan (NNSS)
- Mitzi Cohn (LANL)
- Erica Collins (Brookhaven)

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ALDWP Mentoring Program History

The Mentoring Program started in 2020 with a pilot group. It has grown to involve many divisions and functions for varying positions and roles.

THEN:

NOW:

What Is The Buddy Program?

The buddy program is one component of the new hire onboarding process that is designed to make the new employees feel welcomed by providing guidance to successfully build connections and swiftly acclimate to Brookhaven Laboratory's work environment.
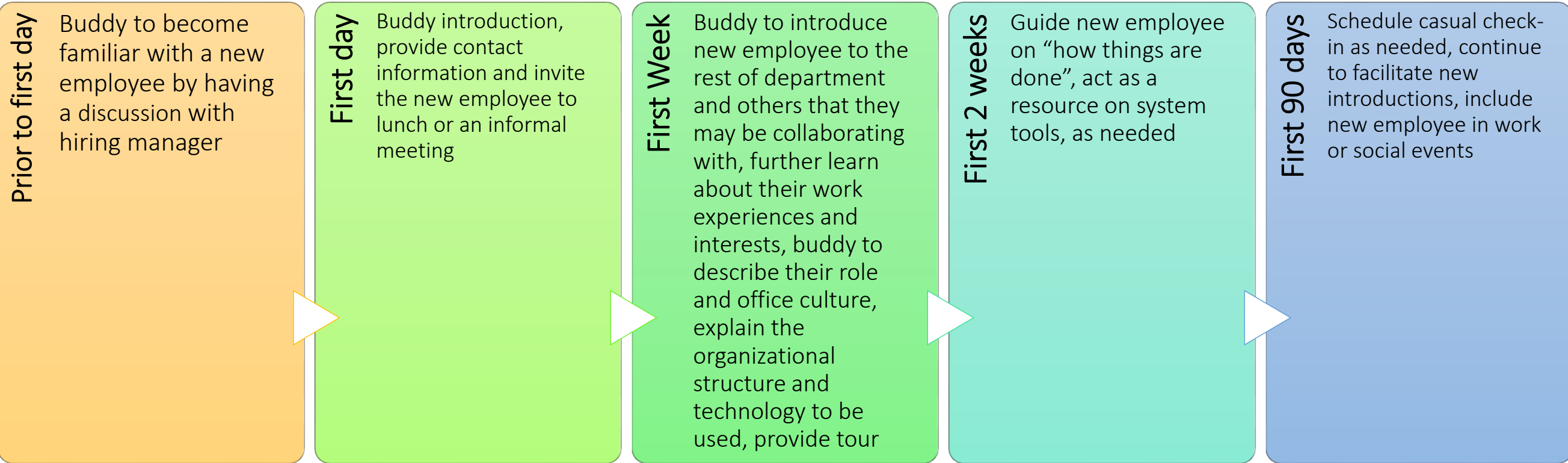
Program Objectives

- Enhance the onboarding experience of BNL new hires

- Provide knowledge sharing

- Ensure new employees have the tools and resources needed to succeed early on in their role

- Broaden the new employee's network and minimize isolation

- Reduce initial confusion or uncertainty

Program Structure

Formal relationship for 90 Days. Relationship may continue informally afterwards if desired

Prior to first day	First day	First Week	First 2 weeks	First 90 days
Buddy to become familiar with a new employee by having a discussion with hiring manager	Buddy introduction, provide contact information and invite the new employee to lunch or an informal meeting	Buddy to introduce new employee to the rest of department and others that they may be collaborating with, further learn about their work experiences and interests, buddy to describe their role and office culture, explain the organizational structure and technology to be used, provide tour	Guide new employee on "how things are done", act as a resource on system tools, as needed	Schedule casual check-in as needed, continue to facilitate new introductions, include new employee in work or social events

Evaluation & Support

Periodic check-in from program advisor throughout duration of the program.

Provide opportunities for discussion circles with buddies to share successes and challenges.

Provide questionnaire to buddies and new employees

- Gauge overall experience
- Strengths of program
- Opportunities for improvement

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Buddy Participation & Assignment

Employee completes enrollment form on SharePoint site

Buddy is assigned by hiring manager

Department will communicate buddy to Program Advisor prior to the new hire's first day

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ALDWP Program Overview (cont.)
Individual Development Plan Template

ALDWP Mentoring Program Mentee
Individual Development Plan

Name:

Identified Goals/Objectives *Opportunities tied to your Self-Evaluation*	Actions and Sub-Actions *Actions and sub-actions chosen to achieve the goal*	Time Frame/Due Date *When will I complete the activities?*	Outcome/Results Achieved (Metrics) *Measured results that were attained through implemented actions linked to goal*

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ALDWP Program Overview (cont.)
Individual Development Plan Example

Identified Goals/Objectives *Opportunities tied to your Self-Evaluation*	Actions and Sub-Actions *Actions and sub-actions chosen to achieve the goal*	Time Frame/Due Date *When will I complete the activities?*	Outcome/Results Achieved (Metrics) *Measured results that were attained through implemented actions linked to goal*
Develop a thorough understanding of relevant work related documents	Read the work related documents, take notes and develop sets of questions to ensure thorough understanding of the material	Read documents 4 times a week for 30-45 minutes. By February 1st 2022 I should posses a complete understanding of all work documents	Draft notes that I an other employees can reference Develop a series of questions to test knowledge Discuss documents with manager, mentor and SME to ensure complete understanding of the documents
Develop a solid foundation of leadership skills	Read materials that pertain to leadership and organizational skills. Participate in linked-In courses to further develop leadership skils	Read documents 4 times a week for 30-45 minutes. Continue working on leadership skills throughout the rest of career.	Have completed reading Atomic Habits and the checklist manifesto by Jan 10th 2022. Begin implementing what was learned from these books into everyday work to become a more effective engineer
Develop a thorough understanding of the goals and challenges faced by	Engage in discussion with manager as well as other members of the team in order to fully understand the teams overall mission and objectives	Meeting with team manager once a week to develop a complete understanding of the teams projects and goals. By February 15 2022, I should thoroughly understand the projects assigned to me and should be able to easily discuss it with any members of	Develop a presentation for the team that details the projects i will be a part of as well as detailing the approach that will be taken in order to address the challenges. Presentation will be refined through the feedback received.

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ALDWP Program Overview (cont.)
Manager Toolkit

NET For Supervisors/Managers

MANAGER TOOLKIT

Click on an item below to learn more
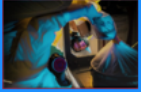
ASKIT	BADGE OFFICE	BUDGETING	CLEARANCE	CRYPTOCARD
DOCUMENT & RECORDS MGMT	GOOGLE WS	HR Resources	HRP	LANL TAXI
MOV	NET	OCC MED	OMBUDS	ORACLE
POLICIES	SharePoint	TRAINING SERVICES	UTRAIN	WELLNESS CENTER

LA-UR-22-30072

Got Feedback?

- Please complete the Monthly Learning Opportunity Evaluation (see link in the chat).

- It only contains four questions and should take about a minute!

EFCOG TWG | **Monthly Learning Opportunity | Meeting Evaluation**

Q1. It was easy for me to become actively involved/engaged in the monthly learning opportunity.

| Strongly disagree | Somewhat disagree | Neither agree nor disagree | Somewhat agree | Strongly agree |

Q2. I will be able to apply what I learned on the job.

| Strongly disagree | Somewhat disagree | Neither agree nor disagree | Somewhat agree | Strongly agree |

Q3. How likely are you to recommend this Monthly Learning Opportunity to others?

Not at all likely   Extremely likely

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Q4. Please comment on your response to question 3 (this survey is unclassified, do not include any classified, UCNI, or OUO information in your response).

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Future TWG Learning Events

Creating Microlearning

Monday, 14 November 2022 at 11 am MT

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Look for some follow ups…

- Follow up email with slides and notes from our October Learning Opportunity:
  - Link to Mitzi Cohn's full ALDP Mentoring Program presentation
  - Link to Erica's Buddy Program Guide
  - Link to new MS Teams Class Checklist resource from SRS (follow up MS Teams User Group)

- Calendar invitation for November 14 Learning Opportunity.

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