

# Training Working Group Monthly Learning Opportunity

October 17, 2022

Holli Prior (CPCCo)

Kayla Buchanan (NNSS)

Mitzi Cohn (LANL)

Erica Collins (Brookhaven)

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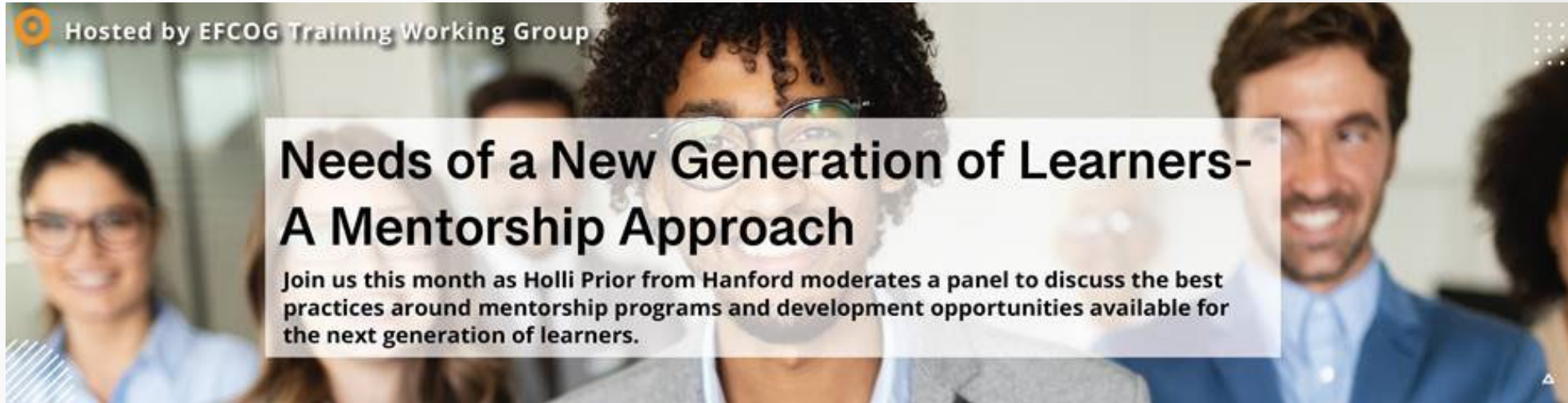
Webex meeting recording: EFCOG TWG October Learning Opportunity-2022-10-17

Password: OctoberTWG2022-10-17

Recording link: <https://nnss.webex.com/nnss/ldr.php?RCID=7ea93489a11572bebd544a3037ce2fbc>



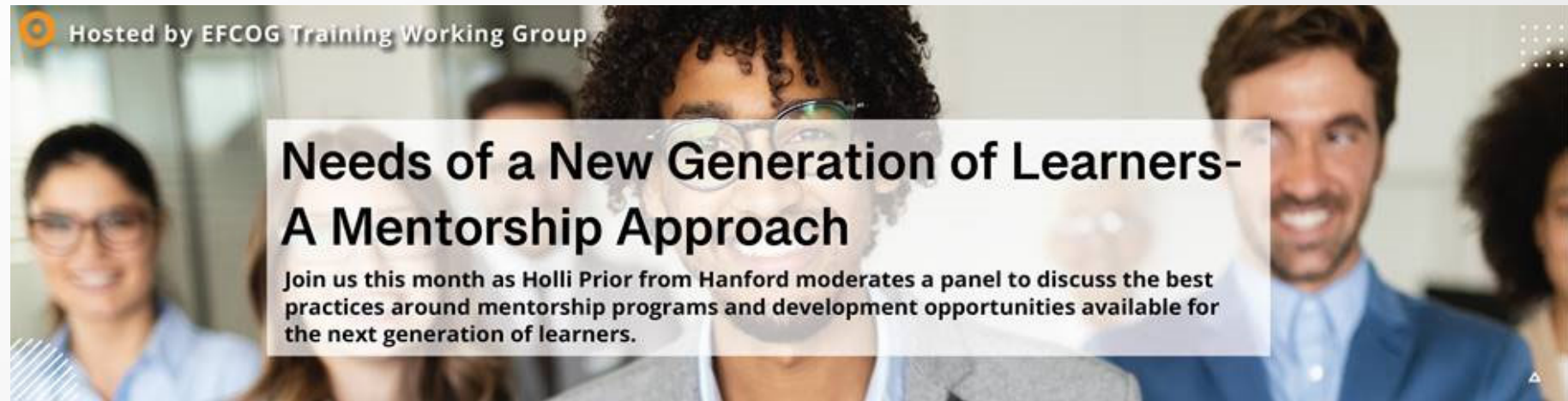
# Agenda



- “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



# Quick Poll

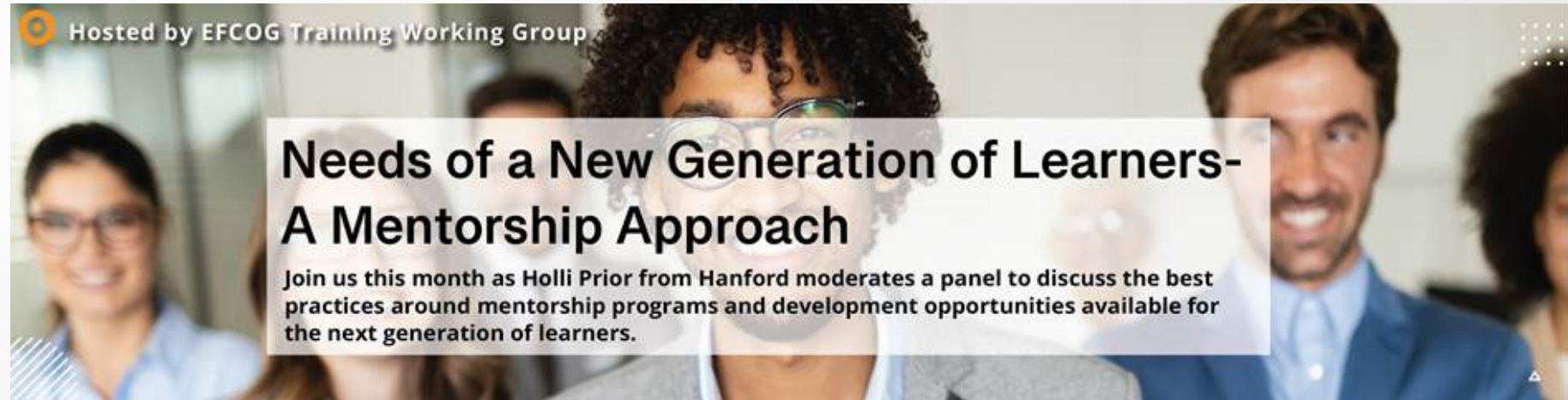


Our panel is prepared to speak to more topics than session time will allow.  
**Which topic area would you like us to spend more time on today?**

- **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*



# Our Panel



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

# 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:**

## Actinide Operations Mentoring Program

Mentoring Team

**Program Owner**  
Jack Britt

PROGRAM TEAM

### Program Overview

Actinide Operations has established a mentoring program that is designed to support employee growth and development along their designed career path. An overall description of the program can be found in the program charter, which can be found on this website along with all other required resources. For questions, please reach out to one of our team members or email [AO\\_mentoring@lanl.gov](mailto:AO_mentoring@lanl.gov).

### WHAT IS MENTORING?

A mutually beneficial relationships between two people with the goal of professional and personal development.



Directly to the right is a list of program documents as well as a resource list. The resource list is a living document that is designed to provide assistance to both mentors and mentees. This list will include tips on mentoring as well as resources and book recommendations for someone of the potential skill you may be trying to work on. The mentoring team will maintain a small library of recommended books, so feel free to reach out to us if interested in one of the titles.



Links
<a href="#">Project Charter</a>
<a href="#">Mentee Nomination Form</a>
<a href="#">Mentor Nomination Form</a>
<a href="#">Resource List</a>

**NOW:**

ORGANIZATION / WEAPONS / WEAPONS PRODUCTION / ORI / ORI-1 / ALDWP MENTORING PROGRAM

## ALDWP Mentoring Program

# MENTORING

**Program Information**

ALDWP has established a Mentoring Program that is designed to support professional growth of our employees along their desired career path.

**Program Overview**

This Program is an opportunity for mentees to learn from the experience of others, develop knowledge and skills, improve communication skills, learn new perspectives, build networks and expand career opportunities. Mentoring is an investment in our most valuable resource, our employees, with an expected payback through potential increased employee contributions, increased employee job satisfaction, and increased sense of value to the laboratory. Areas of mentoring include those aspiring towards leadership as an individual contributor, and program or line leadership.

**Goal**

The goal of the ALDWP Mentoring Program is to further develop our staff by enabling them to professionally grow by challenging them to learn new skills and capabilities. An additional goal is to further develop leadership talent, both technically and in preparation for potential additional leadership opportunities (both in program and line positions).

**Define Mentoring**

A mutually beneficial relationship between two people with the goal of professional and personal development.

**Program Information and Resources**

Located on the right-hand side, is a list of the associated Mentoring Program documentation, and below is a supplemental resource list. The resource list is updated often to provide information that supports both mentors and mentees. This list includes tips on mentoring as well as resources and book recommendations for some of the skills you may be trying to work on. The mentoring team will maintain a small library of recommended books - feel free to reach out to us if you are interested in one of the titles. For questions, please reach out to one of our team members or email [wp\\_development@lanl.gov](mailto:wp_development@lanl.gov).

**Resource List**

- [Mentee/Mentor Tips and Tricks](#) ▼
- [Mentor/Mentee Discussion Topics](#) ▼
- [Leadership Tools](#) ▼
- [Recommended Reading List](#) ▼
- [\(Free Online\) DISC Personality Assessment](#) ▼

**Mentoring Program Team**

**ALDWP Program Manager**  
Mitzel Cohn

**ALDWP Program Liaison**  
Ashley Benson

**ALDWP Program Liaison**  
Monica Manly

*Program Office Location*  
TA-00, Bldg. 1355, Room

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**Links**

[Program Charter](#)

[Mentee/Mentor Application Form Link \(Application Period Closed 09/24/23\)](#)

[2022 Schedule of Ombuds Office Special Presentations](#)

[Special Presentations Brochure \(Course Descriptions\)](#)

[2022 Schedule of NET Special Presentations](#)

[Individual Development Plan](#)

[Mentee Orientation Training Slides](#)

[Mentor Orientation Training Slides](#)

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# 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.

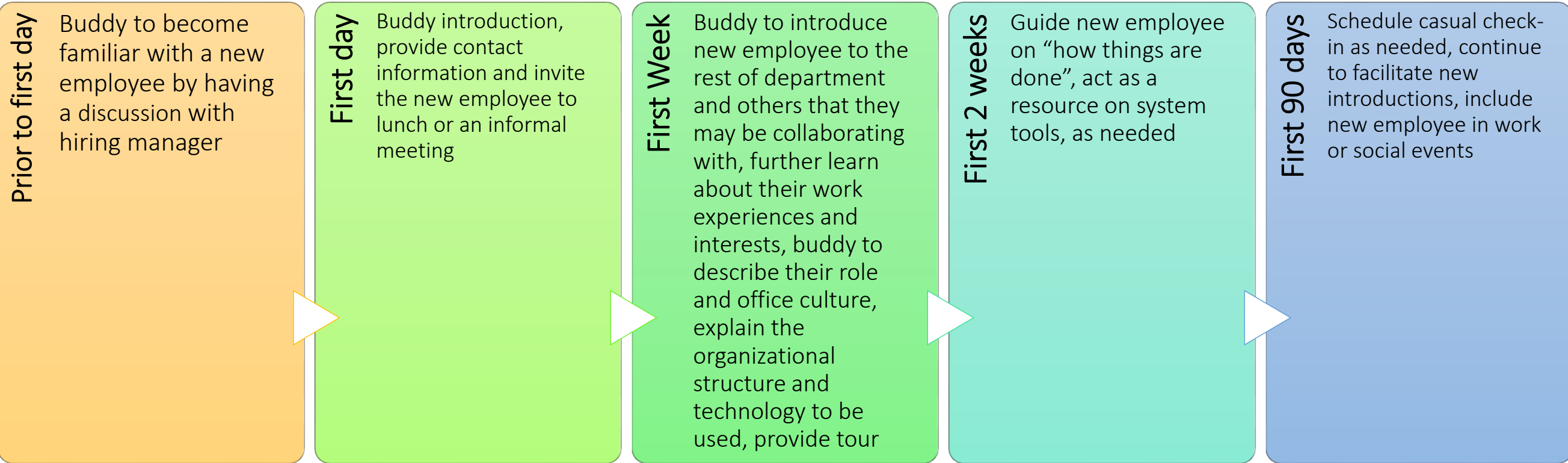
## Program Objectives

- 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



# 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



# Buddy Participation & Assignment



# ALDWP Program Overview (cont.)

## Individual Development Plan Template

### ALDWP Mentoring Program Mentee Individual Development Plan

Name:

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

# ALDWP Program Overview (cont.)

## Individual Development Plan Example

<u>Identified Goals/Objectives</u> <i>Opportunities tied to your Self-Evaluation</i>	<u>Actions and Sub-Actions</u> <i>Actions and sub-actions chosen to achieve the goal</i>	<u>Time Frame/Due Date</u> <i>When will I complete the activities?</i>	<u>Outcome/Results Achieved (Metrics)</u> <i>Measured results that were attained through implemented actions linked to goal</i>
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 possess a complete understanding of all work documents	Draft notes that I and 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 skills	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.

















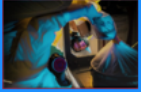

# ALDWP Program Overview (cont.)

## Manager Toolkit

# NET For Supervisors/Managers

MANAGER TOOLKIT

Click on an item below to learn more

<p>ASKIT</p> 	<p>BADGE OFFICE</p> 	<p>BUDGETING</p> 	<p>CLEARANCE</p> 	<p>CRYPTOCARD</p> 
<p>DOCUMENT &amp; RECORDS MGMT</p> <p>EDRMS</p>	<p>GOOGLE WS</p> 	<p>HR Resources</p> 	<p>HRP</p> 	<p>LANL TAXI</p> 
<p>MOV</p> 	<p>NET</p> 	<p>OCC MED</p> 	<p>OMBUDS</p> 	<p>ORACLE</p> 
<p>POLICIES</p> 	<p>SharePoint</p> 	<p>TRAINING SERVICES</p> 	<p>UTRAIN</p> 	<p>WELLNESS CENTER</p> 



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



# Future TWG Learning Events

**Creating Microlearning**

**Monday, 14 November 2022  
at 11 am MT**



# 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.