

Associate Laboratory Directorate Weapons Production (ALDWP) Mentoring Program



Delivering science and technology
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and promote world stability

LA-UR-22-30072

Reviewed by: Melissa Noakes



Associate Laboratory Directorate Weapons Production (ALDWP) Mentoring Program

Presenter: Mitzi Cohn, First Line Manager
October 17, 2022

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Objectives

- Provide an overview LANL's ALDWP Mentoring Program to EFCOG TWG's learning community
- Share tools and resources for mentors and mentees
- Share Lessons Learned
- Share future plans
- Encourage an open dialogue amongst the meeting participants and build a foundation for further development of mentoring programs across DOE facilities

Agenda

- Introduction
- Program History
- Program Overview
- Program Resources
- Lessons Learned
- Planning for the Future
- Questions

Today's Presenter:

Mitzi Cohn

FIRST LINE MANAGER



Work Experience:

2001-present: LANL (21 Years)

- Learning Specialist
- Chief of Staff/capital construction projects
- HR Generalist/Recruiter/ Training Instructor
- Communications Specialist
- Training & Qualification Program Specialist
- Inventory Specialist

1994-2001: Customer Service Specialist and Trainer in various financial institutions

EDUCATION:

M.A. 2012 – UNM – Organizational Learning & Instructional Technology (OLIT) Program

B.A. 2000 – College of Santa Fe – International Business

B.A. 2000 – College of Santa Fe – Organizational Management

PERSONAL PROFILE:

Born and raised in Northern New Mexico, I spend a lot of time with my family sharing traditions and building memories. We love hunting, fishing, camping, and hiking.

My husband and I have been together for over 19 years. He has 3 daughters, Kimberly (29), Raelyn (21), and Jannia (19); together we have a son, Jameson (9); and 3 grandchildren.



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:



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.

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.

Mentoring Team

Program Owner
Jack Britt

PROGRAM TEAM



- Links
- Project Charter
 - Mentee Nomination Form
 - Mentor Nomination Form
 - Resource List

NOW:

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

ALDWP Mentoring Program

Mentoring Program Team

ALDWP Program Manager
Mitzi Cohn

ALDWP Program Liaison
Ashley Beston

ALDWP Program Liaison
Monica Manly

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

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.

Resource List

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

ALDWP Mentoring 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

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.
- further develop leadership talent, both technically and in preparation for potential additional leadership opportunities (both in program and line positions).

ALDWP Program Overview (cont.)

A closer look at the Mentoring Program Homepage

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.



Resource List

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

Links

[Program Charter](#)

[Mentee/Mentor Application Form Link \(Application Period Closed 09/24/21\)](#)

[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](#)

ALDWP Program Overview (cont.)

Individual Development Plan Template

ALDWP Mentoring Program Mentee Individual Development Plan

Name:

<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>

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	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	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.)

Ombuds Presentations

These offerings are opportunities for mentors and mentees to learn from the experience of others, develop knowledge and skills, improve communication skills, learn new perspectives, build networks and expand career opportunities. The Mentoring Program has partnered with the Ombuds Office to offer sessions to help support your professional growth:

- ❖ Please attend a minimum of 3 Ombuds Office offerings
- ❖ Look for Alan Scarlett's offerings - coming soon!

ALDWP Mentoring Program Offerings	Facilitator(s)	Where	Date	Time
DiSC Online Assessment – Understanding Your Results (UTrain #51895)	Mitzi Cohn	Webex	Wednesday, February 9 th	11:00 -12:00pm
4 Stages of Psychological Safety (UTrain #53895)	Elisa Enriquez	WebEx	Tuesday, March 1 st	9:00 – 10:00am
Crucial Conversations (UTrain #16144)	Mary Beth Stevens	WebEx	Tuesday, April 5 th	9:00 – 10:00am
Crucial Conversations with Your Boss (UTrain #32595)	Mary Beth Stevens	WebEx	Tuesday, May 17 th	9:00 – 10:00am
Crucial Conversations for Workplace Safety (UTrain #32601)	Mary Beth Stevens	WebEx	Tuesday, June 21 st	9:00 – 10:00am
The Power of a Positive ‘No’ (UTrain #18829)	Elisa Enriquez	WebEx	Tuesday, August 2 nd	9:00 – 10:00am
Workplace Negotiation Skills	Kazmere Duffey	WebEx	Wednesday, August 31 st	10:00 – 11:00am

Updated: 08/11/22.tr

















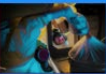


ALDWP Program Overview (cont.)

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 & 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> 

ALDWP Program Overview (cont.)

New Hire Guide

Contents

Getting Started.....	3
Navigating the LANLInside Homepage... ..	3
UTrain	4
Ergonomics	5
Important Security Reminders	6
Cleared Areas	7
Payroll (Time & Effort)	7
Property Management	7
Shipping.....	8
LANL Templates	8
Locate IT	8
Work from Home Resource Page.....	9
Software Homepage	9
Easy IT	9
Dosimetry at LANL.....	9
Internal Dosimetry at LANL (Bioassay).....	10

ALDWP Program Overview (cont.)

Additional Resources

LinkedIn Learning Enterprise Account

- Online Course Library

Ombuds Office and Library

- Professional Development Books
- Professional Development Courses

Lessons Learned . . .

- Accommodate many meeting type preferences, MORE professional development opportunities, and include SME panel presentations
- Continue with a mentee driven approach and find ways to cross-communicate best practices
- Maintain communication and conduct check-ins
- Balance the expectations set for Mentors because you may be asking your Mentors/SMEs to support other programs or initiatives.

Planning for the future

- Explore and implement ways to expand this model to other audiences.
- Benchmark across the DOE complex as we implement in other areas.

Feedback

Mentee Feedback:

- *“Being matched with a professional mentor that has the initiative to guide the next generation of potential leaders.”*
- *“(My mentor) has so many relevant resources to share and has been very consistent in making sure we meet, which shows me that although she's extremely busy, this mentorship is important to her.”*
- *“So far, I have found it to be super beneficial and well set up. My mentor has been able to pass along Lab-specific information, as well as career development information, both of which I believe will be beneficial to my future career.”*
- *“It is a great initiative. I appreciate the pairing being outside of my organization, so I can speak candidly.”*

Mentor Feedback:

- *“I LOVE the opportunity to give back, to get to know people, and experience other perspectives.”*
- *“It is great to have success stories to share about the mentee’s growth and development over the last year.”*

Questions?



Contact:



Mitzi Cohn

First Line Manager

--- Continuing Training/Education

--- Workforce Development

--- New Employee Training (NET) Team Liaison

**New Employee Training and Workforce Development
Group (ORI-6)**

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**Los Alamos National Laboratory
lanl.gov**

[LinkedIn Profile: https://www.linkedin.com/in/mitzicohn/](https://www.linkedin.com/in/mitzicohn/)