



MENTORSHIP PROGRAM:
MENTEE GUIDE

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IMPORTANT NOTICE TO PARTICIPANTS: It is strictly prohibited for mentors to use the Women in Energy Mentorship Program as a means to recruit or solicit mentees for employment opportunities within their own organizations. This program is designed to foster genuine, long-term mentorship relationships focused on the mentee's professional and personal growth. Any attempt to poach mentees for job openings will be considered a serious breach of trust and a violation of the program's core principles. Mentors found engaging in such behavior may face immediate removal from the program and potential consequences within the energy industry community. We strongly urge all mentors to maintain the integrity of the mentor-mentee relationship and to support their mentees' career development without any ulterior motives.

INTRODUCTION

Welcome to the Women in Energy Mentorship Program! Launched in 2024, this program is designed to empower and support the next generation of women leaders in the energy sector through meaningful mentorship relationships. Mentorship is crucial for women in the energy industry for several reasons:

Why Mentorship Matters for Your Career

As a mentee in the energy industry, you're taking an important step in your professional journey. Here's how this program can benefit you:

- **Industry Navigation:** Gain insights on successfully navigating the energy sector's unique challenges
- **Career Development:** Access guidance on advancement opportunities and skill development
- **Confidence Building:** Develop strategies to overcome imposter syndrome and build professional confidence
- **Network Expansion:** Connect with experienced professionals and expand your industry network
- **Leadership Growth:** Learn from successful women leaders in the energy sector
- **Professional Support:** Receive guidance on industry-specific challenges and opportunities

Mentees are encouraged to seek out energy industry-specific insights during conversations with their mentors. These could include asking for relevant articles about the latest trends in renewable energy, recommendations for podcasts discussing the future of the oil and gas sector, suggestions for energy conferences or expos to attend, or introductions to key players in the industry for networking purposes. Additionally, mentees can request guidance on implementing best practices specific to the energy sector, such as strategies for staying updated on regulations, developing essential technical skills, or navigating the unique challenges faced by women in the industry.

WHAT TO EXPECT

Program Timeline

Phase 1: Program Setup (December)

- Application period
- Selection process begins
- Program preparation

Phase 2: Selection & Matching (January)

- Mentor-mentee pairing announcements
- Program materials distribution
- Initial connection opportunities possible

Phase 3: Program Launch (February)

- Virtual meet-and-greet event
- Orientation session
- Program kickoff

Phase 4: Active Mentorship (February-December)

Monthly Requirements

- One-hour minimum meeting (virtual/in-person/phone)
- Complete monthly check-in template (mentors provided sample template)
- Active participation in development activities

Monthly Check-in Template

Progress Review

- Review previous month's goals
- Document achievements
- Identify challenges
- Set new goals

Energy Industry Focus

- Industry updates discussion
- Technical skills development
- Career advancement opportunities

Action Planning

- Set specific goals for next 30 days
- Identify resources needed
- Schedule next meeting

BEING AN EFFECTIVE MENTEE

Qualities of an Outstanding Mentee

To make the most of your mentorship experience:

- Take initiative in scheduling meetings
- Come prepared with specific questions or topics
- Be open to feedback and new perspectives
- Follow through on commitments and action items
- Maintain professional boundaries and confidentiality
- Show appreciation for your mentor's time and insights
- Be proactive in your development
- Stay engaged between meetings
- Document your progress and learnings

Discussion Topics to Consider

- Career development goals in the energy sector
- Technical skill development needs
- Work-life balance strategies
- Leadership development opportunities
- Industry-specific challenges and solutions
- Professional network building
- Confidence building and personal growth
- Energy sector trends and opportunities

Conversation Starters

- What attracted you to the energy industry?
- What skills do you feel are most crucial for advancement?
- How do you define success in your energy career?
- What challenges have you faced, and how did you overcome them?
- Where do you see the energy industry heading?
- What resources or support would help you grow?

FAQ

What if my mentor doesn't respond? Contact your mentor through provided channels. If no response within 48 hours, reach out to WIE leadership team.

What if I change jobs? You may continue the program if you can maintain the monthly commitment. Notify WIE leadership of any contact information changes.

How do I make the most of feedback?

- Be open to constructive criticism
- Ask clarifying questions
- Take notes during discussions
- Follow up on implemented suggestions
- Share outcomes with your mentor

What if I need to leave the program? Contact WIE leadership as soon as possible to discuss your situation.

Additional Resources

- Women in Energy E-Learning Library (learn.wewomeninenergy.com)
- Monthly development webinars
- Networking events
- Professional development workshops
- Industry-specific training opportunities

Remember: Your success in this program largely depends on your engagement and initiative. Make the most of this opportunity to learn, grow, and advance your career in the energy sector.

Mentors and mentees are expected to attend a virtual meet and greet launch which will be coordinated by WIE in February.

Thank you for participating in the Women in Energy Mentorship Program!