



MENTORSHIP PROGRAM:  
MENTOR GUIDE

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**IMPORTANT NOTICE TO PARTICIPANT:** 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

The Women in Energy Mentorship Program, launched in 2024, and was designed to guide and inspire the next generation of leaders through professional and personal growth.

Mentorship is crucial for women in the energy industry for several reasons:

**Navigating a male-dominated industry:** The energy sector has traditionally been male-dominated, which can create unique challenges for women. Mentors can provide guidance on how to navigate these challenges, overcome gender bias, and succeed in a sometimes-challenging environment.

**Career advancement:** Mentors can help women identify career opportunities, develop the necessary skills, and create a roadmap for advancement within their organizations. They can also provide advice on negotiating salaries, promotions, and other career-related matters.

**Building confidence:** Women in the energy industry may face self-doubt or imposter syndrome. Mentors can help build confidence by providing encouragement, recognizing achievements, and sharing their own experiences of overcoming challenges.

**Expanding professional networks:** Mentors can introduce their mentees to key players in the industry, helping them expand their professional networks. These connections can lead to new opportunities, collaborations, and a stronger support system.

**Developing leadership skills:** Mentors can help women develop the leadership skills necessary to advance to higher positions within their organizations. They can provide advice on effective communication, decision-making, and team management.

**Providing role models:** Seeing successful women in leadership positions can be inspiring and motivating. Mentors serve as role models, demonstrating that it is possible for women to thrive and succeed in the energy industry.

**Retention and engagement:** Mentorship programs can help improve retention rates and keep women engaged in their careers. By providing support and guidance, mentors can help women feel more connected to their work and their organizations.

**Driving industry change:** As more women enter leadership positions in the energy industry, they can help drive change and create a more inclusive and diverse workforce. Mentorship plays a key role in empowering women to become leaders and advocates for change.

Mentors are encouraged to provide energy industry-specific takeaways relevant to their conversations with their mentees. These may include sharing an article about the latest trends in renewable energy, recommending a podcast discussing the future of the oil and gas sector, suggesting attendance at an energy conference or expo, or introducing them to key players in the industry for networking purposes. Additionally, mentors can advise on implementing best practices specific to the energy sector, such as staying updated on regulations, developing technical skills, or navigating the unique challenges faced by women in the industry.

## WHAT TO EXPECT

### PROGRAM ROADMAP

#### Phase 1: Program Setup (December)

- Open applications for mentors and mentees
- Define selection criteria and matching process
- Prepare program materials and guidelines
- Establish communication channels
- Set up tracking and evaluation methods

#### Phase 2: Selection & Matching (January)

- Review applications
- Evaluate mentor-mentee compatibility
- Send acceptance emails with pairing information
- Share program expectations and guidelines
- Distribute mentorship resources

#### Phase 3: Program Launch (February)

- Host virtual meet-and-greet event

- Conduct orientation session
- Review program timeline and expectations
- Share mentorship best practices
- Distribute conversation starters and topic guides

#### Phase 4: Active Mentorship (February-December)

##### Monthly Requirements

- One-hour minimum meeting (virtual/in-person/phone)
- Discussion topics from guide (industry challenges, career development, etc.)

*Sample Monthly Check-in Template:*

## Monthly Mentor-Mentee Check-in

Date: [Date] Meeting Type: [Virtual/In-person/Phone]

### Progress Review

#### Goals from Last Month

- Goal 1: [Status & Outcomes]
- Goal 2: [Status & Outcomes]
- Goal 3: [Status & Outcomes]

#### Key Achievements

- Professional wins:
- Personal development:
- New skills acquired:

#### Challenges Encountered

- Description:
- Solutions attempted:
- Support needed:

## Energy Industry Focus

### Industry Updates

- Recent developments:
- Impact on career path:
- Learning opportunities:

## Technical Skills Development

- Current focus areas:
- Resources needed:
- Progress made:

## Career Development

### Short-term Goals (Next 30 Days)

1. [Goal]
  - Action steps:
  - Resources needed:
  - Timeline:

## Professional Network Growth

- New connections made:
- Upcoming networking opportunities:
- Introductions needed:

## Work-Life Integration

- Current challenges:
- Successful strategies:
- Areas needing attention:

## Action Items

Task Owner Deadline Resources Needed

## Next Meeting

- Date:
- Time:
- Focus Areas:

### Mid-Year Check-ins

- Program satisfaction assessment (Provided by WIE)
- Relationship progress evaluation
- Address any challenges or concerns
- Share success stories
- Adjust goals as needed

### Year-End Activities

- Program evaluation
- Success celebration during Annual Women in Energy Conference
- Feedback collection
- Improvement recommendations
- Next year planning

## PROGRAM ACCEPTANCE

Mentors and mentees will receive an acceptance email with information about their pairing in January.

## MEET AND GREET LAUNCH

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

## MEETING 101

Mentees should initiate contact and schedule the first meeting, while mentors may reach out to express their enthusiasm. During this initial contact, please share any scheduling limitations. First meetings should occur before the end of February.

## PROGRAM SUPPORT STRUCTURE

### For Mentors

- Resource toolkit
- [Women in Energy E-Learning Library](#)
- Best practices guide
- Industry-specific discussion topics
- Emergency contact procedures
- Regular support check-ins

### For Mentees

- Goal-setting templates
- Meeting preparation guides
- Feedback mechanisms
- Professional development resources

- Network building opportunities

### **Suggested Success Metrics**

- Meeting frequency and consistency
- Goal achievement rate
- Skills development progress
- Career advancement metrics
- Program satisfaction ratings
- Relationship continuation rate

## **TIME COMMITMENT**

The program runs for a calendar year, with the first meetings occurring in February. Pairs should plan to meet at least one hour every month. Sessions may be in-person, virtual, or over the phone.

# **BECOMING AN EFFECTIVE MENTOR**

## **QUALITIES OF AN AMAZING MENTOR**

This program aims to cultivate an authentic, enriching relationship between mentors and mentees. Here are some qualities/skills we have found effective:

- Creating a safe space for discussing challenges & maintaining confidentiality
- Actively listening to your mentee
- Following up and/or reflecting on opportunities, ideas, and takeaways
- Respectful dialogue
- Advance notice and tactful consideration if rescheduling
- Asking engaging, open-ended questions
- Curiosity and a growth mindset
- Encouraging mentees to pay it forward
- Celebrating successes and milestones
- Growing each other's networks by making relevant introductions
- Gratitude for the relationship
- Honest, constructive feedback
- Communicating between meetings
- Sharing resources and information with each other
- Vulnerability and openness

## **TOPICS TO CONSIDER**

Mentoring may address any of the following topics:

- Challenges and successes in navigating the energy sector



- Navigating male-dominated work environments
- Career development and advancement strategies within the energy industry
- Energy industry-specific goals and progress
- Work-life balance in the energy sector
- Mental health and holistic wellbeing for energy professionals
- Life transitions while working in the energy industry
- Development opportunities (i.e., energy-specific training, certifications, and resources)
- Advocating for oneself and others
- Managerial or supervisory best practices in energy companies
- Promotions and raises in the energy sector
- Career pivots within the energy industry
- Building confidence and assertiveness; Overcoming imposter syndrome
- Engagement and motivation for energy professionals

## QUICK CONVO STARTERS

Here are a few suggestions to start the conversation:

What energy industry-specific skills do you hope to develop? Why?

How would you describe your professional journey in the energy industry so far?

What energy-related movie/podcast/TV show/book do you love or recommend?

What would you consider to be a challenge you've overcome in the energy sector, and how did you face it?

What motivates you to work in the energy industry?

Where do you want to end up in your energy industry career? Why?

Where do you find support and community within the energy industry?

What inspires you about working in the energy sector?

How do you define leadership within the energy industry?

## FAQ's

### WHAT IF MY MENTEE DID NOT SHOW UP?

Contact your mentor/mentee via the contact methods provided right away. If you have not heard from your mentor/mentee within 48 hours, reach out to the WIE leadership team for assistance.

### WHAT IF I CHANGE JOBS?

You are welcome to finish the program, if you are available to commit to the monthly meetings with your mentor or mentee. If you change jobs, please let the WIE leadership know as soon as possible and provide your updated contact information.

### WHAT IF MY MENTEE ISN'T OPEN TO FEEDBACK?

Ask your mentee if and how they want feedback. Additionally, ask your mentees to provide their own solutions to the issue and spend time following up on the outcome in subsequent meetings. Share your perspective with your mentee using "I" statements.

### WHAT IF I NO LONGER HAVE TIME FOR THIS PROGRAM?

Please reach out to WIE leadership.

Remember: Your guidance and support can make a transformative difference in your mentee's career journey. Your commitment to sharing knowledge and experience helps build a stronger, more inclusive energy sector for future generations.

*Thank you for being a catalyst for change in the Women in Energy Mentorship Program!*