

Defense Threat Reduction Agency (DTRA)

Mentoring Program

June 2017





Purpose

- The DTRA Mentoring Program is designed to improve the leadership skills and increase organizational awareness for civilian and military employees



Program Goals and Objectives

- Facilitate the transfer of technical and professional knowledge and expertise
- Recognize skills and competencies needed for success and find developmental opportunities needed to develop those skills
- Gain an understanding of organizational values, relationships, and unwritten rules
- Increase exposure at different organizational levels
- Make realistic, achievable Mentoring Action Plans



Program Features

- Formal Training e.g. Orientation, Mentoring Connection workshop etc.
- Matching Process - mentors and mentees have a voice
- Meetings with Mentors
- Knowledge Sharing Through Speed Mentoring Event
- Brown Bags lead by our senior leaders
- Self and 360 Feedback for mentees
- Mentoring Action Plans
 - Developmental Assignments
 - Networking Opportunities



Program History

- DTRA has had a formal Mentoring Program since 2002
- In recent years, participation has increased
- Senior leader involvement continues to grow
- Includes personnel from remote sites

Year	Mentors	Mentees	Situational Mentors	Participant Total
2017	46	40	22	108
2016	42	39	9	90
2015	73	68	20	161
2014	70	87	15	172
2013	90	103	27	220
2012	58	60	15	133
2010/11	42	50	18	110
2009/10	56	56	38	150
2008	40	40	25	105
2006/07	35	33	20	88
2005/06	25	22	5	52
2004/05	29	29	2	60
2003/04	7	8	1	16
2002	24	24	0	48



Formal Mentoring

- A critical aspect of the program is a formal mentoring relationship
- Formal mentoring capitalizes on the experiences of successful individuals (mentors) who are committed to developing a highly skilled and high performing workforce
- The formal mentoring support includes a facilitated matching process, formal mentoring training, and established tracking system, and clear goals for measuring success



Typical Time Commitments

- Program is announced each year in early December
- Mentoring participants commit to a 9 month mentoring partnership. This includes a minimum of two – four hours per month either face-to-face with their partner or working on developmental assignments and activities
- Each mentoring pair will agree on the frequency of the mentoring meetings
- Formal mentoring support will conclude at the end of the program



Eligibility

- Participation will be on a voluntary basis
- Mentees: will demonstrate leadership potential and be committed to their personal achievement as well as to the continued success of the organization
- Mentors: will demonstrate excellence in their careers, possess a positive outlook, and have good communications skills



Program Relevance

- Increases understanding of the organization
- Improves communications and collaboration across the Agency
- Expands networks
- Includes personnel from remote sites
- Increases productivity, performance and morale
- Recognizes growth opportunities
- Creates a greater sense of community



Keys to a successful program

- Visible top management support
- Dedicated program manager
- Active program champion
- Mentor/Mentee commitment
- Participant having a voice in the matching process



Gains from the mentees perspective

- *“Having a better understanding of my organization and learning to communicate and interact more with others were my top two goals when joining the program. Both goals have been fulfilled. I am thankful for the guidance I received from my mentor and the mentorship team.”*
- *“Participating in the mentoring program helped me obtain the big picture of the Agency. With this opportunity I was able to understand my contribution to the Agency.”*
- *“For the military, the program is especially important as many come into DTRA without ever working WMD or working so close to civilians. The program offers insight to the overall mission set and allows the participants to engage with many other people.”*
- *“The program provides the opportunity to learn from those who have walked the path before you. It also expands the viewpoint of the mentee into alternate possibilities”*
- *I’ve learned a great deal more about the organization and have significantly built up my networks throughout the Agency. I’ve also had the change to brief a senior level audience and have improved my briefing and presentation skills.”*
- *“Navigating through and organization is sometimes a challenge, the mentor program helped me establish an internal network.”*



Gains from the mentors perspective

- *"Working with the mentoring program has helped me better understand how my participation can help an employee grow. I have also gained a sense of what many mentees look for in the program and am still in touch with all prior mentees. This continuing involvement builds effective networks for DTRA and the employees."*
- *"It provides an opportunity for a true self-evaluation as plans are made to mentor effectively. It is personally satisfying to see growth in our junior leaders."*
- *"I gained an appreciation for the high level of commitment required to serve as a mentor in a structured mentoring program."*
- *"Truly understanding that both partners have something to bring to the table. Whether mentee or mentor, both have something to offer and take from the experience."*
- *"Re-engaged with others in the organization that I might not always have the time to work with. The program reinforced my belief in the need to have a mentee and mentor, and I made this a requirement within my division."*
- *"I really enjoyed working with my mentee. I was able to expand the networking opportunities between CB and CBEP, which led to creating a CB/CBEP S&T working group."*



Point of Contact Info

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