**Women in Leadership – Mentoring + Development**

**Mentee Application + Information Sheet**

**Course Introduction**

Western Energy Institute’s Women in Leadership – Mentoring + Development program is an opportunity for women to discuss the obstacles and challenges of working in the utility industry. The utility industry workforce is significantly underrepresented by women, as compared to the general population where women make up roughly half of the total workforce. Organizational efficiency is characterized by a balanced workforce both in terms of skill sets and perspectives. This program addresses some of the opportunities and challenges that women face working in the energy industry, advocates for workplace inclusion and teamwork, and discusses critical issues related to attracting and maintaining a diverse workforce. Formal opportunities for mentorship will provide women in the industry with support for increased retention and satisfaction. Mentors and mentees will regularly connect over an 8 month period with two in-person meetings, once at a kickoff session in May/June and once at the WEI Annual Meeting in September.

Program participants will develop:

* A significantly enhanced comprehension of the energy industry
* The ability to educate others including mentoring and being mentored effectively
* An increased ability to manage cross-functional and diverse teams

**Participant Recommendations**

# Cohort Characteristics

* Reflective of WEI membership (gas and electric, distribution, transportation, generation, etc.)
* Diverse and balanced composition
	+ Variety of companies within WEI’s membership
	+ Geography
	+ Demographics
	+ Levels within their own companies, meeting criteria below
* Similar learning objectives

**Member Company Considerations for Mentee Candidates**

Levels

* Managers (new to industry, organization, or role)
* High potential supervisors or individual contributors
* Front-line employees with a desire to grow within the company

Functions

* Corporate
* Customer
* Operations

Candidate Characteristics

* Avid learner; capable of independent study
* Leadership development is a part of their development plan
* Available to participate in full program
* Has support from their direct manager

**2019 Timeline**

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| **Date** | **Event** | **Time Commitment** | **Location** |
| *January – February*  | *Mentor Recruitment* |
| *February – March* | *Mentee Recruitment* |
| *March – April*  | Participants accepted, notified of final assignment of kickoff dates and location, and registration open.  |
| **May 15-16** | **1st group Mentor and Mentee Kickoff Forum** | **2 days**  | **Portland, Oregon** |
| **June 6-7** | **2nd group Mentor and Mentee Kickoff Forum** | **2 days**  | **Spokane, Washington** |
| June  | Mentorship Session | 1-2 hours | Phone |
| July | Mentorship Session  | 1-2 hours  | Phone |
| August | Mentorship Session | 1-2 hours  | Phone |
| **September 15-17, 2019** | **Annual Meeting + Leadership Session** | **3 days** | **Carlsbad, California** |
| October | Mentorship Session | 1-2 hours  | Phone |
| *November 6-8* | *Women in Energy Symposium\** | *3 days*  | *Litchfield Park, Arizona* |
| November | Mentorship Session | 1-2 hours  | Phone |
| December | Wrap Up/Closing Session | 1-2 hours  | Phone |

*\*The WEI Women in Energy Symposium is a not officially part of this program, however Mentors and Mentees are highly encouraged to attend. Registration for the Symposium will be offered at a discount, outside of Women in Leadership – Mentoring and Development registration fee.*

All mentorship sessions will take place at an agreed upon time during the month for mentors and mentees. These sessions will take place over the phone, webex, or skype.

**Mentee Profile and Background Information**

**\*PLEASE ATTACH A CURRENT COPY OF YOUR RESUME OR BIOGRAPHY\***

**Note: if you have any questions, please call Anna Sanger Reed at 503-688-2795.**

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| **CANDIDATE INFORMATION** |
| **Name:** |  |
|  **Job Title:** |  | **Years in Current Position:** |  |
| **Company:**  |  |
|  **Work Phone:** |  | **Email:** |  |
| Mentees will be paired with a mentor to attend **either** the Portland or Spokane kickoff. Please share your availability at this time, and save the dates on your calendar.  |
| ( ) I am only available May 15-16, 2019. ( ) I am only available June 6-7, 2019.( ) I am available for **either kickoff**. |
| This program is open to all female WEI members, including limited spots available to service company employees. Please share your preference on who you will be paired with: |
| ( ) [Energy Company Member](https://www.westernenergy.org/energy-companies/) only, ( ) [Service Company Member](https://www.westernenergy.org/service-companies/) only, ( ) Either company type is acceptable |
| **DIRECT SUPERVISOR’S INFORMATION** |
| **Name:** |  |
|  **Job Title:** |  |
|  **Work Phone:** |  | **Supervisor’s Email:** |  |
| **CANDIDATE DEMOGRAPHICS** |
| In order to ensure the diversity of the mentor + mentee relationship, please provide the following information. |
| **Ethnicity:** | ( ) American Indian ( ) Asian/Pacific Islander ( ) African American ( ) Hispanic/Latino ( ) Caucasian ( ) Other ( ) Prefer Not to Answer |
| **Industry:** | ( ) Electric ( ) Gas ( ) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | **Years in Industry:** |  |
| **Business Ownership:** | ( ) Investor Owned ( ) Public ( ) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Industry Segment:** | ( ) Transmission ( ) Distribution ( ) Generation ( ) Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Functional Areas:**(e.g., Customer Service, HR, Operations, etc.) |  |
| **Management Level:** | ( ) Sr. Mgmt ( ) Middle Management ( ) Front-Line Supervisor ( ) Individual Contributor |

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| **Candidate’s Name:** |  |
| **CANDIDATE QUESTIONS**Responses will be shared with your mentor along with your resume or bio. |
| 1. Can you commit to attending both in-person sessions and all virtual meetings? ( ) Yes ( ) No
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| 1. Please select the top 5 skills or areas of knowledge that you hope to develop with your mentor?
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|  Managing Conflict Change Management                     Work Life Balance Increasing Workforce Diversity     Reputation and Credibility Networking + Relationship Management |  Improving Team Dynamics Strategic Decision Making  Negotiation Skills + Being More Assertive Innovation and Creativity  Industry Knowledge  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please describe your span of control as a manager. Include the number of your direct reports and any additional employees reporting up to you through others.
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| 1. How does this program fit into your long-term development plan?
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| 1. Have you ever participated in a mentoring program? If so, what was your role and how did you benefit from the program?
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| 1. Describe your interest in WEI’s mentoring program.
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| 1. What do you hope to get out of your experience in this program?
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| **CANDIDATE’S SIGNATURE** |
| **Candidate’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |