



Women in Leadership: 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 a 10-month period with an in-person kickoff session in October/November and an in-person meeting at the WEI Annual Meeting in September 2023.

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

Email, Fax or Mail information to Diana Zoren, CAE, Western Energy Institute

Email: zoren@westernenergy.org | Fax: 503-231-2595 | Mail: 1050 SW 6th Avenue, Suite 325, Portland, OR 97204

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

2022-2023 TIMELINE

DATE	EVENT	TIME COMMITMENT	LOCATION
<i>July - September, 2022</i>	<i>Mentor Recruitment</i>	<i>Submissions due September 12th</i>	
<i>August - October, 2022</i>	<i>Mentee Recruitment</i>	<i>Submissions due October 10th</i>	
<i>October - November, 2022</i>	<i>Participants accepted, notified of final assignment of kickoff dates and location, and registration open.</i>		
October 25-26, 2022	Mentor and Mentee Kickoff Forum westernenergy.org	2 days	Tucson, AZ
November 2-3, 2022	Mentor and Mentee Kickoff Forum westernenergy.org	2 days	Portland, OR
<i>October 19-21, 2022</i>	<i>Women in Energy Symposium*</i>	<i>3 days</i>	<i>Coronado, CA</i>
December 2022	Mentor Session	1-2 hours	Phone/Video
January 2023	Mentorship Session	1-2 hours	Phone/Video
February 2023	Mentorship Session	1-2 hours	Phone/Video
March 2023	Mentorship Session	1-2 hours	Phone/Video
<i>April 25-28, 2023</i>	<i>Operations Conference*</i>	<i>4 days</i>	<i>Phoenix, AZ</i>
April 2023	Mentorship Session	1-2 hours	Phone/Video
May 2023	Mentorship Session	1-2 hours	Phone/Video
June 2023	Mentorship Session	1-2 hours	Phone/Video
July 2023	Mentorship Session	1-2 hours	Phone/Video
August 2023	Mentorship Session	1-2 hours	Phone/Video
September 17-19	Annual Meeting + Leadership Conclusion Session	3 days	Vancouver, British Columbia

**The WEI Women in Energy Symposium and Operations Conference are not officially part of this program, however Mentors and Mentees are highly encouraged to attend. Registration for the Operations Conference 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 or video chat platform.



Women in Leadership: Mentee Profile + Background Information

PLEASE ATTACH A CURRENT COPY OF YOUR RESUME OR BIOGRAPHY

Note: if you have any questions, please call Diana Zoren at 971-255-4965.

CANDIDATE INFORMATION

Name:

Job Title:

Years in Current Position:

Company:

Work Phone:

Email:

Mentees will be paired with a mentor to attend either the Tucson or Portland kickoff. Please share your availability at this time, and save the dates on your calendar.

I am only available October 25-26, 2022.

I am only available November 2-3, 2022.

I am available for either kickoff.

This program is open to WEI members, including limited spots available to service company employees. Please share your preference on who you will be paired with:

Energy Company Member only, Service Company Member only, Either company type is acceptable

DIRECT SUPERVISOR'S INFORMATION

Name:

Job Title:

Work Phone:

Email:

CANDIDATE DEMOGRAPHICS

In order to ensure the diversity of the mentor + mentee relationship, please provide the following information.

Race/ American Indian/Alaskan Native

Asian

Ethnicity: Black/African American

Hispanic/Latino/Latinx

Pacific Islander/Native Hawaiian

White/Caucasian

Other _____ Prefer Not to Answer

Industry: Electric Gas Other _____

Years in Industry:

Business Ownership: Investor Owned Public Other _____

Email, Fax or Mail information to Diana Zoren, CAE, Western Energy Institute

Email: zoren@westernenergy.org | Fax: 503-231-2595 | Mail: 1050 SW 6th Avenue, Suite 325, Portland, OR 97204

Candidate's Name:

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

CANDIDATE QUESTIONS

Responses will be shared with your mentor along with your resume or bio.

1. Can you commit to attending both the virtual and in-person session and all virtual calls/meetings? () Yes () No

2. Please select the top 5 skills or areas of knowledge that you hope to develop with your mentor?

- | | |
|--|---|
| () Managing Conflict | () Improving Team Dynamics |
| () Change Management | () Strategic Decision Making |
| () Work Life Balance | () Negotiation Skills + Being More Assertive |
| () Increasing Workforce Diversity | () Innovation and Creativity |
| () Reputation and Credibility | () Industry Knowledge |
| () Networking + Relationship Management | () Other: _____ |

3. 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.

4. How does this program fit into your long-term development plan?

5. Have you ever participated in a mentoring program? If so, what was your role and how did you benefit from the program?

6. Describe your interest in WEI's mentoring program.

7. What do you hope to get out of your experience in this program?

CANDIDATE'S SIGNATURE

Candidate's Signature:

Date: