



Women in Energy
The ICER International Network



ICER Women in Energy

My Mentoring Journal 2020

[insert your name]

Table of Contents

Contact Information.....	3
Our Mentoring Agreement.....	4
ICER WIE MENTORING PROGRAMME 2020 Calendar.....	5
MENTOR AND MENTEE ROLES – 6 DIMENSIONS OF BEHAVIOUR	6
MEETINGS.....	8
Meeting one.....	9
Meeting two	10
Meeting three	11
Meeting four.....	12
Meeting five	13
Meeting six.....	14
Meeting seven	15
Meeting eight	16
Meeting nine	17
Meeting ten.....	18
Keeping a Mentoring Journal	19
Tips on journaling;.....	19
Annex 1: What to Talk About?	20
Annex 2: Best Books, Blogs and Broadcasts	22
Personal notes	25

Contact Information

Name of my mentee [or mentor]:

Organisation:

Position:

Office number:

Mobile number:

Alternative contact (e.g. PA/Secretary):

E-mail address:

Personal e-mail address:

Skype address:

Other Social Media details e.g. LinkedIn:

Our Mentoring Agreement

This agreement is between: and on (date):	
We have agreed on the following objectives for our mentoring relationship:	
To ensure our relationship is mutually rewarding and achieves its objectives we agree to: 1. 2. 3.	
Meet regularly: How often will we meet? Who will make contact and by what means (e.g. skype/phone/email)? How much time will be allocated per meeting?	
Follow our agreed ground rules which are...	
We will regularly review how we are going and at the end of the year-long e-mentoring programme on these dates: Review 1 (e.g before end June): Review 2 (e.g following mid-programme Assessment): Final review (e.g. end February 2021)	
Signed (mentor):	Signed (mentee):

ICER WIE MENTORING PROGRAMME 2020 Calendar

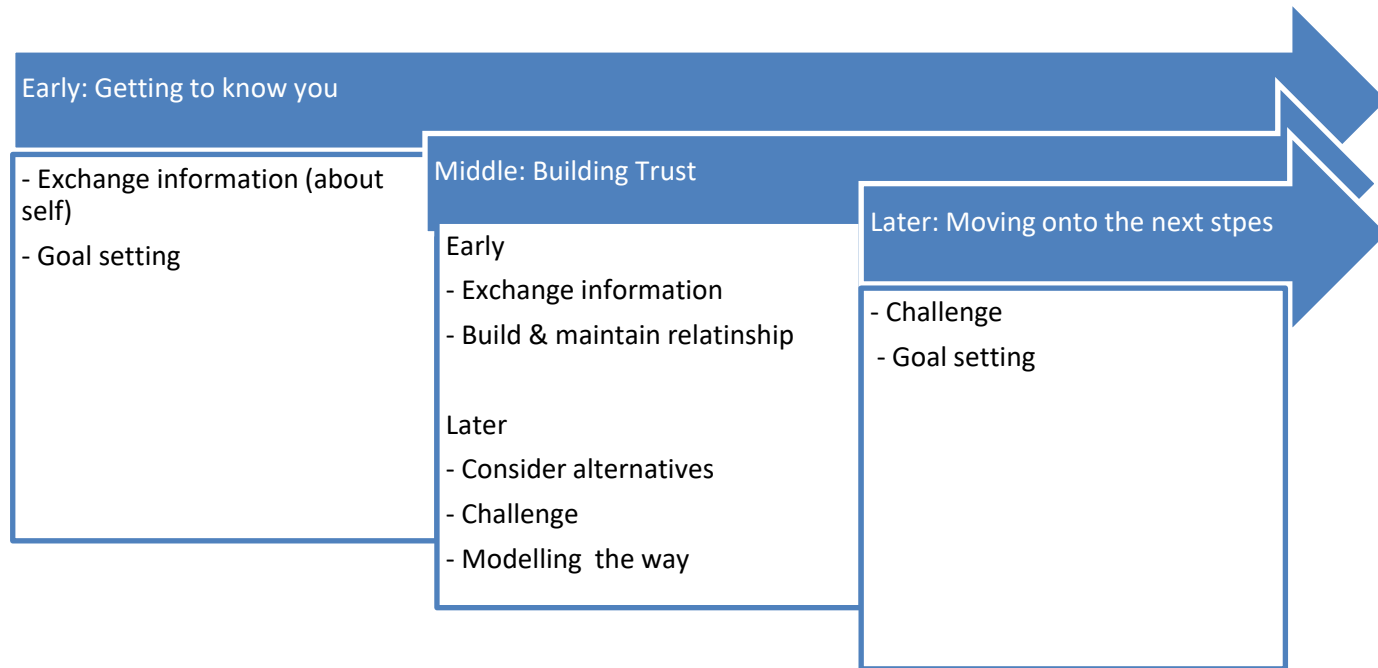
March	Sun	8	International Women's Day
	Tues	10	1 st webinar: Introduction to ICER 2020 Mentoring (09.00 Lima)
April			Initial check that pairings are working
May			
June			2nd webinar: What we learnt as mentor and mentee
July			
August			
September			
October			
November			
December			
January'21			
February'21	Sun	28	Programme End and Final-Programme assessment:

MENTOR AND MENTEE ROLES – 6 DIMENSIONS OF BEHAVIOUR

Role	Mentor Behaviour	Mentee Behaviour
Maintaining the relationship	<ul style="list-style-type: none"> - Being honest about your capacity to contribute - Share and reflect on experiences - Listen emphatically - Understand and accept different perspectives - Keep discussions confidential 	<ul style="list-style-type: none"> - Offer detailed explanations - Appropriate and comfortable self disclosure - Receptive to questioning - Active and involved adult learner - Keep discussions confidential
Exchanging Information	<ul style="list-style-type: none"> - Provide information to add context - Offer facts about self, career, plans, progress - Be clear about how information can be used - Exhibit tailored, accurate and sufficient knowledge 	<ul style="list-style-type: none"> - Provide facts - Respond positively when mentors probe for information - Offer facts about self, career, plans, progress - Check how information should be used - Clarify to ensure understanding
Consider alternatives	<ul style="list-style-type: none"> - Offer alternatives for consideration - Explore interests, abilities, ideas and beliefs - Help mentee envision a positive future - Provide other views and hypothetical questions - Offer a reality check - Share personal decisions 	<ul style="list-style-type: none"> - Explain choices and decisions - Respond positively to options posted by mentor - Keep an open mind - Seek to understand alternative viewpoints

Role	Mentor Behaviour	Mentee Behaviour
Challenge	<ul style="list-style-type: none"> - Show respect for choices, decisions, actions, career - Share insights into counterproductive strategies - Seek information about context to understand choices - Evaluate need and capacity to change - Identify feelings of mentee 	<ul style="list-style-type: none"> - Reflect on initiatives - Explore mentor's viewpoint to understand and reason different opinions - Be receptive and listen actively to feedback - Keep an open mind
Modelling the way	<ul style="list-style-type: none"> - Set an example - Disclose life experiences as role model - Enrich the relationship with personal stories - Disclose risks taken, mistakes made and the outcomes 	<ul style="list-style-type: none"> - Express concerns - Be comfortable with sharing feelings - Disclose risks taken, mistakes made and the outcomes -
Goal Setting	<ul style="list-style-type: none"> - Ask questions to understand career goals - Consider personal/professional potential - Encourage mentee to initiate change 	<ul style="list-style-type: none"> - Visualise own future - Be receptive to mentor examining and challenging plans - Respond positively to change

MEETINGS



Meeting one

Date:

Time:

Objectives of this meeting:

Getting to know each other, building trust and agreeing on objectives.

1. Get to know each other – share your CVs and talk through some of the significant events in your career. Talk about your personal situation and how it impacts on your attitude to your work and career.
2. Talk about mentoring –what motivated you to participate in the programme and what do you hope to gain from it?
3. Discuss the practical issues – how you will set up and arrange meetings, frequency of meetings (e.g. every 6 weeks/2months)
4. Discuss your assumptions and limitations – what may be shaping your expectations or participation in this relationship?
5. Discuss your personal styles – if you have completed a behaviour or personality tool, discuss the results and what it means for how you prefer to interact.
6. Record this in the sample mentoring agreement.

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting two

Date:

Time:

Objectives of this meeting:

During this meeting, or at the next one, you should also take time to discuss:

1. Ground rules for meetings – e.g. times, duration, location, initiator, agendas, interruptions, cancellations, communication, confidentiality and boundaries.
2. The mentee's goals in detail – what do you want to achieve in your career and what are your criteria of success, both for your career and for this mentoring relationship.

Actions/Comments:

Mentee should outline specific career and professional development goals:

Mentee should outline criteria of success of this mentoring programme:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting three

Date:

Time:

Objectives of this meeting:

During this meeting, or at the next one, you may wish to discuss whether you will participate (as a mentor/mentee pair) in the June webinar to share your expectations and experiences of the programme so far.

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting four

Date:

Time:

Objectives of this meeting:

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting five

Date:

Time:

Objectives of this meeting:

Share and review your feedback to the mid-programme assessment.

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting six

Date:

Time:

Objectives of this meeting:

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting seven

Date:

Time:

Objectives of this meeting:

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting eight

Date:

Time:

Objectives of this meeting:

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting nine

Date:

Time:

Objectives of this meeting:

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Meeting ten

Date:

Time:

Objective of this meeting: Share and review your feedback to the end-programme assessment.

Actions/Comments:

Key take-away messages:

How I'm going to apply this:

Further questions for my mentor/mentee:

Keeping a Mentoring Journal

A mentoring journal can be a very useful source of information for later reference. It can help you to identify the extent to which you achieved your goals, help you to reflect on and be able to draw on your experience to explain what you learned from the experience of mentoring. This may be important if you are interviewed later.

The journal also works as a register for ideas for learning activities, reflections and projects. It gives you an ongoing record to pick up and discuss with the mentor at a later date, or activities to do on return to work as part of your development plan, and allows you to monitor your ongoing development.

Tips on journaling;

- Write about facts and feelings, past and present
- Write after each mentoring meeting, and in between as well
- Schedule time to write in your journal – otherwise you'll keep putting it off
- Review what you've written every few months
- Some things you could write about each meeting could include:
 - ☐ What we talked about
 - ☐ The key takeaway message
 - ☐ How I'm going to apply it
 - ☐ Key challenges or barriers I might face
 - ☐ Further questions for my mentor

Annex 1: What to Talk About?

Some suggested topics discussed by past ICER mentors/mentees

Last updated 28 February 2019

The ICER Women in Energy vision is for women to have equal opportunities, be empowered and have the self-confidence to succeed. Our objective is to aid the career advancement of women in energy. We do this by offering practical tools to help women help themselves in their career paths and by seeking to change culture and attitudes.

Skills

- Writing - a skill for life
- Communication
- Networking and relationship building
- Public speaking
- Building your self-confidence
- Seeing the big picture (e.g. in terms of career, policy, international..)
- Tips for learning and development
- How to sell yourself - understanding yourself and your strengths to better self-promote
- How to influence others

Energy – technical skills and global issues

- Deeper understanding and expertise in energy regulation
- International energy issues - differences in regulations and policy across countries
- Sustainable development, renewables, smart grid, climate change, environmental issues
- Skills and lessons to be an excellent regulator –negotiation skills, political analysis, stakeholder management etc.

Career

- Your own aspirations at work
- Career paths and how to get there
 - How to improve your chances of getting a promotion
 - Career implications of decisions
- Career opportunities in the energy sector
- How to move into a management/executive level position
- How to develop your competitive advantage

Changing job

- CV presentation – style and content
- Interview tips
- How different roles affect career paths
- Knowing when to move on and explore other opportunities

Management / Leadership

- How to be a good manager
- Managing yourself to manage others
- Managing upwards
- Learning to lead - leadership tips
- Leadership and leaders
- Gain insights into the mentor's experiences and career path, and how they got to where they are
- Managing personal relationships for women in leadership position

Workplace - gender and diversity

- Working as a woman in a male dominated environment
- Working in multi-cultural and multi-language workplaces
- Handling difficult people / complex situations
- Feelings at work (meetings, talks with boss etc.)
- Feelings in teams (towards yourself, colleagues)
- Work-life balance
- Being in a senior position, whilst having family commitments

The mentoring relationship is a personal one.

This list offers suggestions only.

Mentees are free to discuss these or other topics (even simple ones) with their mentor.

Contacts

E:mail: wie@icer-regulators.net

ICER WIE Website: <http://icer-regulators.net/e-mentoring-program/> (where videos, WIE stories and other resources can be found).

ICER Women in Energy LinkedIn group: <https://www.linkedin.com/groups/5117692>

Twitter@IcerWomen

Annex 2: Best Books, Blogs and Broadcasts

Best Books, Blogs and Broadcasts

Selected material recommended for ICER mentors/mentees

Last updated 28 February 2019

Life – meaningful contribution, philosophy:

- “Don't sweat the small stuff”, by Richard Carlson
- “The road less travelled”, by M. Scott Peck
- “How to discover your strengths”, by Buckingham and Clifton
 - A practical book, and offers the opportunity to see ourselves in a different way
- “Things fall apart”, by Chinua Achebe
- “Meditations”, by Marcus Aurelius
 - Yes, as in Marcus Aurelius Roman Emperor!
- “The human side of enterprise”, by McGregor
- “Emotional intelligence”, by Daniel Goleman
- “Give and take: why helping others drives our success”, by Adam Grant
- “A 5-step recipe for achieving more life success”, an article by Michelle L. Casto
- “The greatest sales man in the world” by Og Mandino

Inspiration and Change

- “How to live before you die”, a [TED Talk](#) by Steve Jobs
- “Whatcha gonna do with that duck?: and other provocations, 2006-2012”, by Seth Godin
- “Live your dreams”, by Les Brown
- “The Alchemist”, by Paulo Coelho
- “The monk that sold his ferrari”, by Robin Sharma
- “Tuesdays with Morrie” by Mitch Albom
- “Who moved my cheese?” by Spencer Johnson
 - Fun read on how to anticipate, adapt to and enjoy change
- [The Change](#)
 - Blog with stories of people who seek to create positive and lasting change.
- [Moving people to action](#)
 - Online articles and tools by Conor Neill on career, leadership and communication

Career:

- *How to find and do the work you love* [TEDx Talk](#) by Scott Dinsmore
 - Advice and free career tools on his free online [Live your Legend](#) website
- *“Lean In”*, book by Sheryl Sandburg
- *“The First 90 days”*, by Michael Watkins
 - Practical, and great for new managers
- [Success](#)
 - This blog is a guide for personal and professional development through inspiration, motivation and training.
- *“The trusted advisor”* by David Maister, Charles Green and Robert Galford
 - The authors use anecdotes, experiences, and examples - successes and mistakes – to demonstrate the paramount importance of trust.
- *“Getting to Yes”* by Roger Fisher and William Ury is
 - For anyone just starting out, this is the negotiation bible.

Learning and Analysis:

- *“Eight TED Talks to understand climate change”*, [TED Talks](#)
- [LearnOutLoud](#)
 - Podcasts on a range of topics
- [My University](#)
 - Online Economic courses
- [Finimize Bulletin](#)
 - Redesigning finance for the new generation. Understand today's financial news within 3 minutes.
- [The Hidden Brain](#) – a podcast that helps curious people understand the world
- MAZZUCATO, Mariana (2013). [“Government – investor, risk-taker, innovation”](#). TEDGlobal.
- [Khan Academy](#)
 - Learn Maths, Science, Grammar, Mathematics, Coding skills free online

Leadership:

- *"The 7 habits of Highly Effective People"*, by Stephen Covey
 - Excellent for younger leaders/potential leaders
- *"Act like a leader, think like a leader"*, by Herminia Ibarra
- *"Why we have too few women leading"*, [Ted Talk](#) by Sheryl Sandberg
- *"So we leaned in... now what"*, interview on her TED Talk by Sheryl Sandberg
- *"On Becoming a Leader"*, by Warren Bennis
- *"Influencer: The New Science of Leading Change"*, by Grenny, Patterson, Maxfield, McMillan & Switler
- *"The 48 Laws of Power"*, by Robert Greene and Joost Elffers
- *"Everyday Leadership"*, a [TED Talk](#) by Drew Dudley.

Self Improvement:

- *"Taking the stage-how women can speak up, stand out and succeed"* by Judith Humphrey
- *"Your body language shapes who you are"*, a [TED Talk](#) by Amy Cuddy
- [Work It Daily](#) blog

Help us grow this list. Send your ideas to wie@icer-regulators.net

Contacts and further ICER WIE material:

- E:mail: wie@icer-regulators.net
- ICER website <http://icer-regulators.net/e-mentoring-program/> (where videos, WIE stories and other resources can be found).
- ICER Women in Energy [LinkedIn group](#)
- Twitter@IcerWomen

Personal notes