



PSES Mentorship Program

Mission Statement

Establish relationship between junior and senior IEEE PSES members, and provide career guidance to PSES members to advance their career. The guidance provided by a mentor, especially an experienced person in Compliance and Product Safety Engineering (CPSE) and represent a period of time during which a person receives guidance from a mentor.

Participation is completely voluntary for both the potential mentor and the mentee.

Program Guidelines

The program will be run by an ad-hoc Mentorship Subcommittee reporting to the PSES Vice-President for Technical Activities and PSES Vice-President of Membership Services.

The objectives of the mentoring relationship

□ To drive a high-performance Society: To ensure a learning environment, which drives a high-performance culture within the PSES, is created, a climate of being supportive needs to be embedded

□ To promote skills and knowledge transfer: Creating the capacity for the duplication of knowledge and skills is paramount to the longevity of the PSES and is considered part and parcel of the strategic thinking of the Society.

□ To enhance leadership capabilities: Mentoring is a core competence of any leader's profile and as such should be used to provide PSES with a platform to enhance and leverage leadership capabilities of existing and potential leaders

- To embed transformation which encourages a diverse workforce: To foster relationships within PSES that encourages the acceptance of diversity whilst promoting personal development and growth
- To reinforce learning and development: Mentoring combined with training increases application of knowledge and skills within the workplace
- Driving cultural change within PSES: To ensure that the change is reflected deeply within the way people both internally and externally perceive the change to be rooted in the culture. A solid mentorship program embedded as part of the culture of PSES is in order to build the future, promote teamwork and sound working relationships that contribute to professional satisfaction.

Timeline

The program length is twelve months with a yearly call for mentors and mentees. The program will run from the PSES conference in the May until the following May, with the meeting occurring at the conference and following with Webinars, e-mails, etc.

Requirements

Mentors should be senior level PSES members who have significant experience in their field. They need to be excited about getting to know and sharing knowledge with junior members. They should be willing to make time to meet with mentees either virtually or in person regularly, if possible once a month.

Mentees should be junior level PSES members, students or young professionals. They need to be motivated in pursuing their professional careers with positive goals. They need to be genuinely interested in creating a relationship with and learning from a mentor for the purpose of contributing to the Society. The mentee should uphold moral standards and maintain integrity. They should be someone who has leadership potential and is willing to take initiative.

We will require mentor and mentee pairings to report on their meetings and progress.

The function of the mentor in this role is to:

- Keep up to date on the latest trends and developments in CPSE.
- Recommend to mentee good books and articles related to CPSE

- Use the internet as a resource in terms of information in CPSE
- Recommend to mentee the best practices in CPSE.
- Answer to the mentee questions related to the technical aspects related to CPSE
- Give feedback and constructive criticism and praise when merited.
- Set high professional standards which the mentee is encouraged to follow.
- Share knowledge and information on the norms and standards of the CPSE.
- Tell the mentee where s/he can find information.
- Challenge the mentee by giving him/her challenging and meaningful work or projects.
- It is not the mentor's responsibility to solve all of the mentee problems and obstacles in terms of his or her learning gaps.
- To empower the mentee to be able to resolve his or her own problems, obstacles and learning gaps. Initially the mentor might be more involved in structuring the mentee ability to address the issues he or she is confronted with.

Mentor Selection

Senior PSES members will be approached or will volunteer their interest in being mentors. Their bios will be collected and available to potential mentees. The committee will select from those interested.

A mentor should be able to:

- Explain how the PSES is structured
- Be respected as an experienced and successful professional in the PSES
- Stay accessible, committed, and engaged during the length of the program
- Listen well
- Offer encouragement through genuine positive reinforcement
- Be a positive role model
- Share "lessons learned" from their own experiences
- Be a resource and a sounding board

Mentee Selection

Junior PSES members, students and young professionals express their interest for mentorship and their bios. They will be presented with the information about mentors. The committee will select from those interested.

A mentee should be able to:

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest about his/her goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from his/her mentor
- Be open to constructive criticism/feedback and ask for it
- Respect the mentor's time and resources
- Stay accessible, committed, and engaged during the length of the program
- Comfortably give feedback to the mentor on what is working or not working in the mentoring

Pairing

The Mentorship Committee will help the pairing, ensuring it is mutually beneficial and satisfactory for both parties involved.

How to Apply:

Potential Mentors and Mentees: please express your interest by filling the relevant form (03-2019 or 04-2019) and send the filled form by e-mail to VP for Technical Activities Steli Loznen (sloznen@ieee.org) and VP for Membership Ken Kapur (kenkapur@gmail.com)

Attachments: Form 03-2019 – Application for Mentor

Form 04-2019 – Application for Mentee