



# **OGE Mentoring Program: Year 2**

## Information Session

**August 2024**

# Objectives

- What it means to be a mentor or mentee, and the benefits of mentorship
- The expected time commitment
- How mentors and mentees will be paired
- The application OGE is using to implement the program
- What resources will be provided to support a mentor-mentee

# Feedback From Pilot



"I came to Kim with a set of goals that I wish to achieve as part of my journey as an Ethics Specialist, and she helped me strategize unique ways to accomplish them. She also helped me significantly with performing legal research, which is an integral skill to the job. Finally, I'm excited to have a connection external to my agency to brainstorm Ethics processes and solutions with, as it is always helpful to have an array of perspectives. Overall, the mentoring program was a success and I hope to aid a mentee in the way that Kim has helped me someday!" - Kristin Melvin

"Through mentoring I was able to provide opportunity for training to develop my mentees leadership skills and ethics knowledge. We practiced resume writing and also conducted mock interviews to air him in his goal to obtain a new position."

Mentor to Mentee

"She taught me a lot about her perspective and considerations that helped me see a different side of situations. I was able to give her specific, actionable feedback. We will definitely stay in touch." Mentor to Mentee

# What is a mentoring partnership?

Mentoring is a developmental relationship between two or more people in which a more experienced or senior individual offers advice, coaching, counseling and feedback to a less experienced person or less senior individual. This relationship is based on trust, reciprocity, communication, commitment and confidentiality.

# Benefits of Mentoring

- Solidifies commitment to inclusiveness and growth
- Amplifies growth throughout the ethics community
- Broadens skills necessary to work as an ethics official
- Enhances loyalty and lasting connections
- Incorporates new ethics officials into the ethics community
- Creates leadership pipeline
- Transfers knowledge for continuity

Participants should be aware that the program is a structured mentoring program, which differs from an unstructured mentoring relationship.

*Key features of a  
**structured mentoring** program  
relationship:*

- Centers around a specific area of development/goal as determined by the mentee
- Defined start and stop date to partnership
- Expectation of regularly scheduled meetings and continuous communication

#### **Mentor Qualifications**

- Strong desire to “pay it forward”
- Able to commit a minimum of one hour a month to your mentee

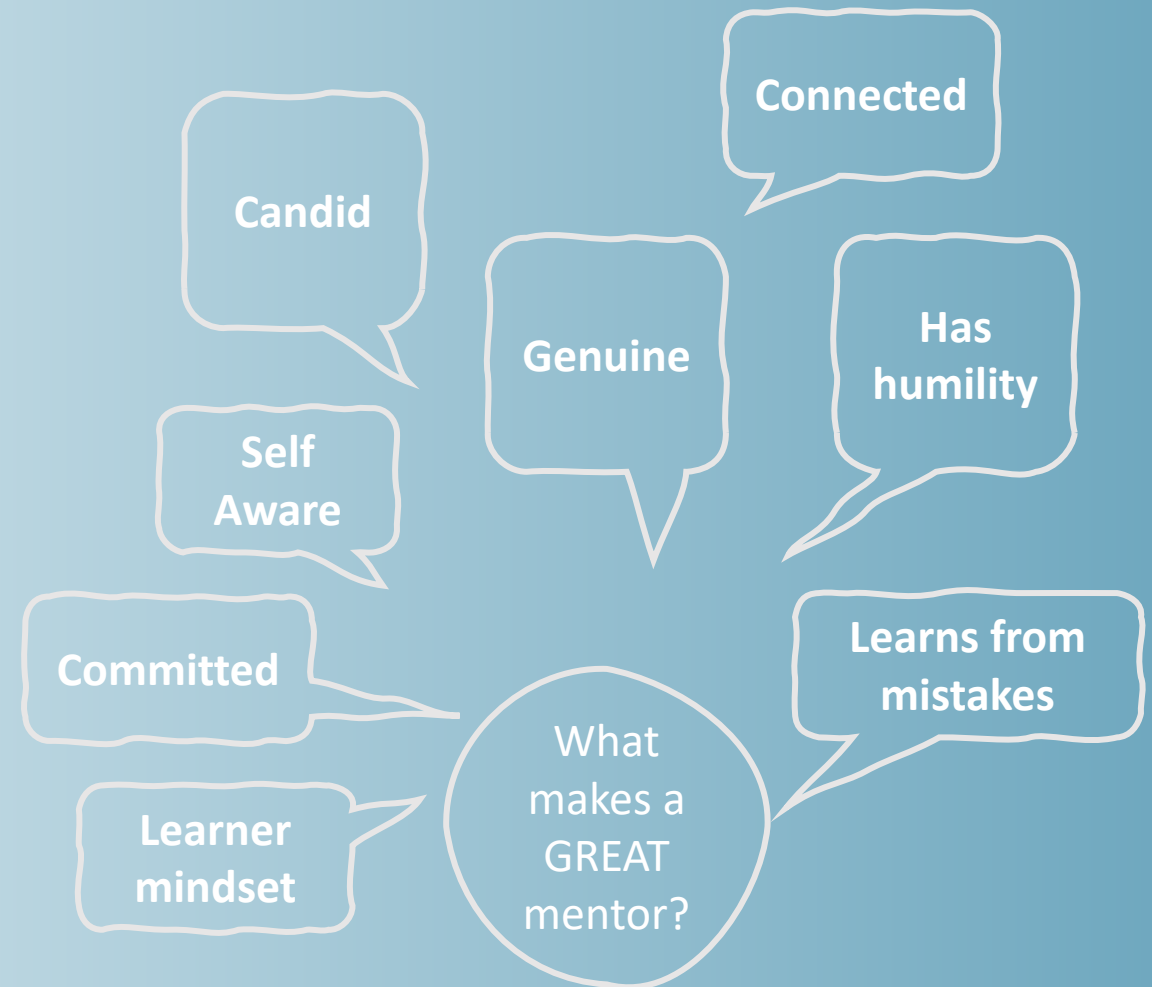
#### **Mentee Qualifications**

- Specific area of development or goal in mind
- Willingness to drive engagement with your mentor
- Able to commit a minimum of one hour a month to relationship

# What makes a Mentor?

A Mentor is an experienced person who transfers wisdom and provides guidance and support in a variety of ways to aid in the development of another individual - by being a role model, guide, tutor, or confidante.

A good mentor provides resources and gives the mentee the confidence to find the answers themselves.

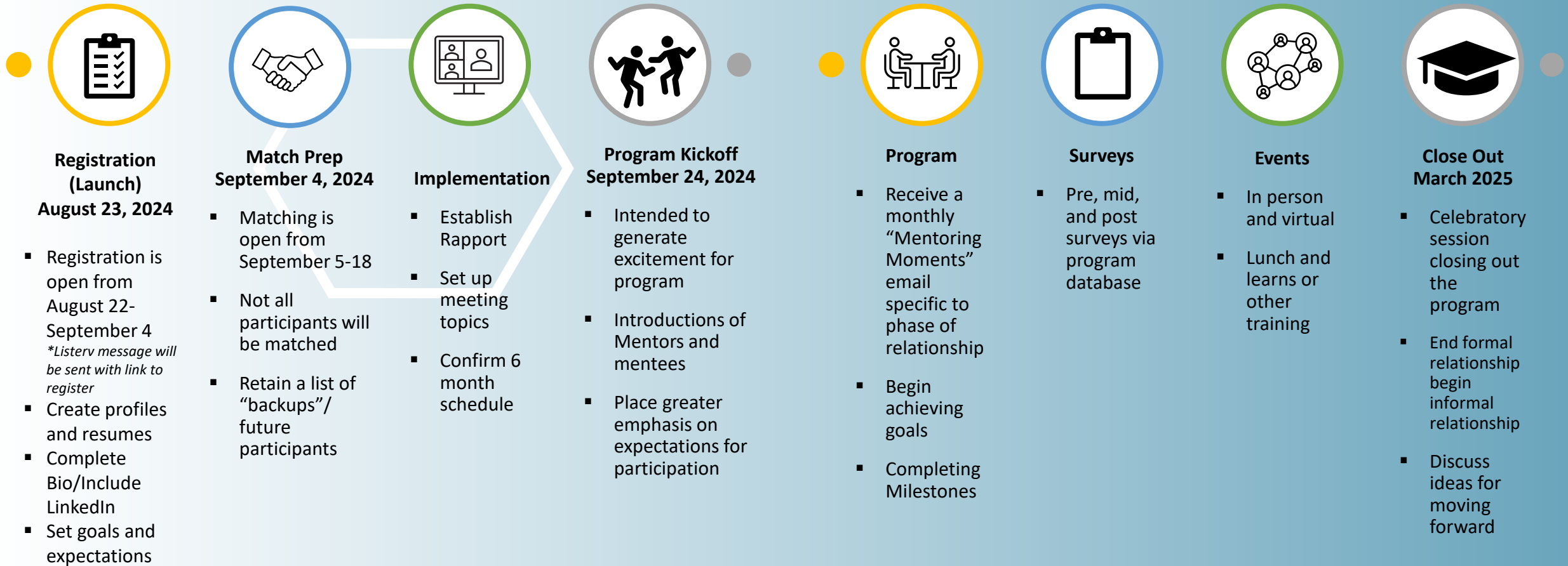


# The Role of a Mentee

- Identify areas for development (set 2-3 objectives/goals) that you want to focus on in the mentoring relationship
- Be open to constructive feedback, prepared to be challenged, to stretch and grow
- Ready to try new behaviors, ideas and tactics
- Commit to mutually agreed upon mentoring goals
- Be the driver and accountable for the success of the relationship



# The program will run from September 2024 until March 2025 (6 Months)



# Registration

Welcome to OGE's Mentoring Program

Privacy Act statement

This information is being collected and maintained for the purpose of facilitating OGE's mentorship program for executive branch ethics practitioners. Failure to submit the requested information may result in a denial of admission to or removal from the program.

OGE has the authority to collect and maintain this information based on its organic authority to promote understanding of ethical standards in executive agencies. See 5 U.S.C. 13122 (b)(14).

While the information requested is intended to be used primarily for OGE's internal purposes, in certain circumstances it may be necessary to disclose this information externally as described in the routine uses set forth in OGE/INT-6, see [88 FR 69184](#) (Oct. 5, 2023).

REGISTRATION FOR THE 2024-2025 PROGRAM WILL OPEN ON AUGUST 23RD.

Join Our Community

Username:

Password:

☒ Remember Me

[Login](#)

[Reset Password](#)

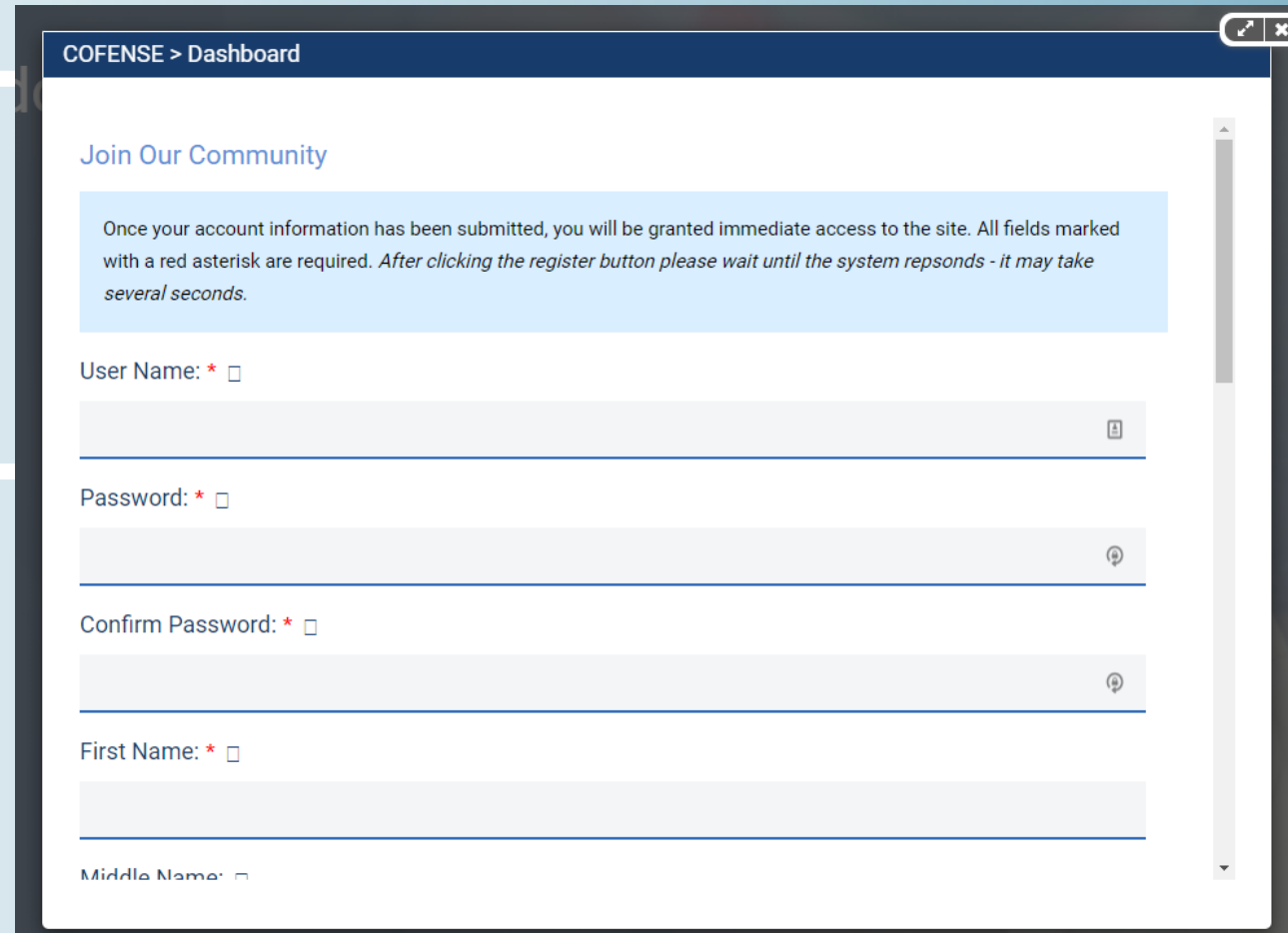
[Register](#)

1. Make sure to select the “register” button

# Registration-The Personal Profile

## 2. Fill out form

*(Best Practice: use government Email address for your User Name)*

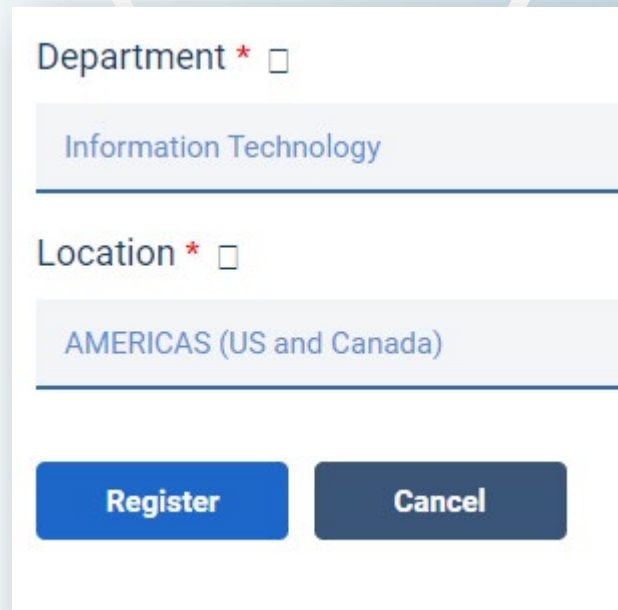


The screenshot shows a web browser window with the title 'COFENSE > Dashboard'. The main heading is 'Join Our Community'. Below this is a light blue informational box containing the text: 'Once your account information has been submitted, you will be granted immediate access to the site. All fields marked with a red asterisk are required. After clicking the register button please wait until the system repsonds - it may take several seconds.' The form consists of several input fields: 'User Name: \*' (with a red asterisk and a small square icon), 'Password: \*' (with a red asterisk and a small square icon), 'Confirm Password: \*' (with a red asterisk and a small square icon), 'First Name: \*' (with a red asterisk and a small square icon), and 'Middle Name: ' (with a small square icon). Each field has a corresponding input box with a small icon on the right side of the box.

Use slide to navigate to the end of the form.

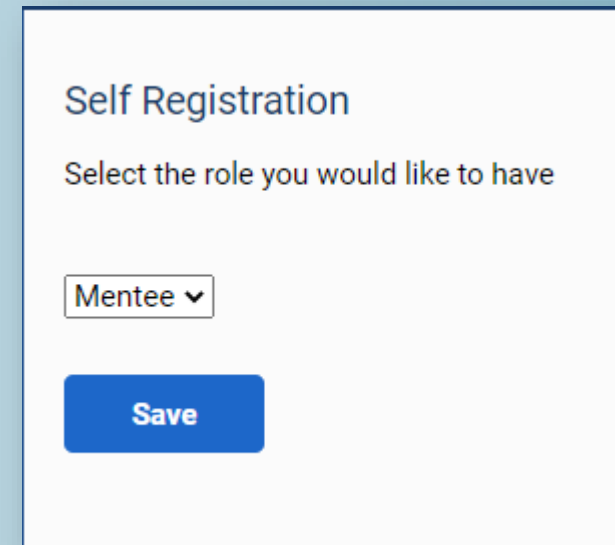
# Registration-The Personal Profile

3. When form is completed, select the Register button to navigate to the Self-Registration page.



A screenshot of a registration form. It features two dropdown menus. The first is labeled 'Department \*' with a red asterisk and a small square icon, and it shows 'Information Technology' selected. The second is labeled 'Location \*' with a red asterisk and a small square icon, and it shows 'AMERICAS (US and Canada)' selected. At the bottom are two buttons: 'Register' in blue and 'Cancel' in dark blue.

4. From the drop down select the role in which you wish to participate.



A screenshot of the 'Self Registration' page. It has the title 'Self Registration' and the instruction 'Select the role you would like to have'. Below this is a dropdown menu showing 'Mentee' with a downward arrow. At the bottom is a blue 'Save' button.

5. Then click the Save button.

# Registration – the Mentoring Profile

## 6. Fill out Mentoring Profile

Mentoring Profile

In order to be matched, you must complete your Mentoring Profile. This profile is used to help locate your perfect match.

✓ - Mentor - Areas of Interest

⚠ - Mentor - Skills

⚠ - Mentor - Mentor Background and Expertise

⚠ - Mentor - Discussion Topics

⚠ - Mentor - Chemistry Quotient

⚠ - Mentor - Working Motivators

⚠ - Mentor - Language Support

⚠ - Mentor - Hobbies and Interests

No items defined. Begin by creating a new goal.

Mentoring Profile

In order to be matched, you must complete your Mentoring Profile. This profile is used to help locate your perfect match.

⚠ - Mentor - Areas of Interest

Mentors have experience in a variety of Areas of Interest. Select the areas in which you have experienced that you would be happy to share with your mentee.

Please select between 1 and 5 items.

<input type="checkbox"/> Business Development	<input type="checkbox"/> Customer Success
<input type="checkbox"/> Finance and Accounting	<input type="checkbox"/> Data Analytics
<input type="checkbox"/> Engineering	<input type="checkbox"/> Facilities
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Legal	<input type="checkbox"/> Marketing
<input type="checkbox"/> Products	<input type="checkbox"/> Research
<input type="checkbox"/> Sales	<input type="checkbox"/> Support and Professional Services

Save and Continue

7. Each question opens and once the minimum required selections are made, you will be able to Save and Continue until you have completed the Mentoring Profile.

Once completed, you are fully registered and will be made available to match.

Save and Continue


# Registration – Returning Mentor/Mentee

## How to Update Your Personal Profile


(Changes: Name, Job, Location etc.)

1. Log in:

<https://oge.mywisdomshare.com/>


2. Locate the profile icon at the top right corner of the page and click → 



3. Select Edit Profile to navigate to Manage Profile ← 

4. Select Manage Profile then review your profile




5. When complete scroll to the bottom and select the Update button. → 

## How to Update Your Match Profile

(Mentors you may have new skills to share. Mentees you may have new goals you would like to focus on. Please update your Match Profile)

1. Log in:

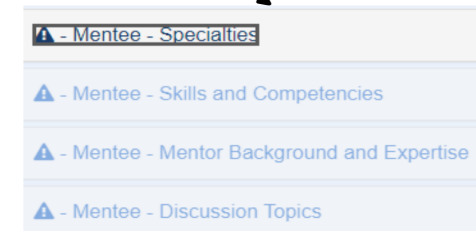
<https://oge.mywisdomshare.com>

2. Locate the profile icon at the top right corner of the page and click → 





3. Select My Match Profile to navigate to your Match Profile.
4. Review and update match items.




# Requesting a Mentor – (Mentee)

Review your potential matches,  
and then select a Mentor clicking  
on one of the Select Buttons

1. You can click the pictures
2. To learn about your potential Mentor.
3. Compare information in the table.

### Select Mentor


To complete the matching process after registration, simply select the person that fits your development criteria. Your match request will be delivered to the person for confirmation via email. When your selected individual confirms, you will receive your match notification. If the person is unavailable at this time, you will be redirected via email back to your dashboard to select a different person.



Stephen Barnes  
Location: Shanghai

PERCENT MATCH 95 %


✓ Match



Bruno Bogdoni  
Location: Shanghai

PERCENT MATCH 93 %

✓ Match



Enna Whitted  
Location: Paris

PERCENT MATCH 92 %

✓ Match

Comp.	Name	Percent Match	Job Title	Job Level	Location	Years in Organization	
<input type="checkbox"/>	<a href="#">Stephen Barnes</a>	94.79	President	President	Shanghai	5+	✓ Match
<input type="checkbox"/>	<a href="#">Bruno Bogdoni</a>	93.12	Senior Director	Senior Director	Shanghai	5+	✓ Match
<input type="checkbox"/>	<a href="#">Enna Whitted</a>	91.58		Senior Manager	Paris	4-5	✓ Match
<input type="checkbox"/>	<a href="#">Sanjay</a>	90.88	VP of Marketing	Senior Director	Mumbai	5+	✓ Match



# Requesting a Mentor – New Compare Feature

Search:

Clear Filters Show/Hide Columns

Comp.	Name	Percent Match	Job Title	Job Level	Location	Years in Organization	
<input checked="" type="checkbox"/>	Stephen Barnes	94.79	President	President	Shanghai	5+	✓ Match
<input checked="" type="checkbox"/>	Bruno Bogdoni	93.12	Senior Director	Senior Director	Shanghai	5+	✓ Match
<input checked="" type="checkbox"/>	Enna Whitted	91.58		Senior Manager	Paris	4-5	✓ Match
<input checked="" type="checkbox"/>	Sanjay	90.88	VP of Marketing	Senior Director	Mumbai	5+	✓ Match
<input type="checkbox"/>	Sophia	90.67	Vice President	Vice President	New York	5+	✓ Match
<input type="checkbox"/>	Marina Alekseeva	89.38	Coach	Director	San Francisco	5+	✓ Match
<input type="checkbox"/>	Paul Pridant	87.96	hr	Senior Director	London	2-3	✓ Match
<input type="checkbox"/>	Daniella	87.5	Vice President	Vice President	Madrid	5+	✓ Match
<input type="checkbox"/>	Christine Harris	86.88	Vice President	Vice President	San Francisco	5+	✓ Match
<input type="checkbox"/>	Karen Schmidt	86.88	Senior Director	Senior Director	San Francisco	4-5	✓ Match

Showing 1 to 10 of 15 entries 1 row selected










Previous 1 2 Next

Compare Candidates

New Compare Feature will highlight similarities in **Green**

Showing 1 to 10 of 15 entries 1 row selected

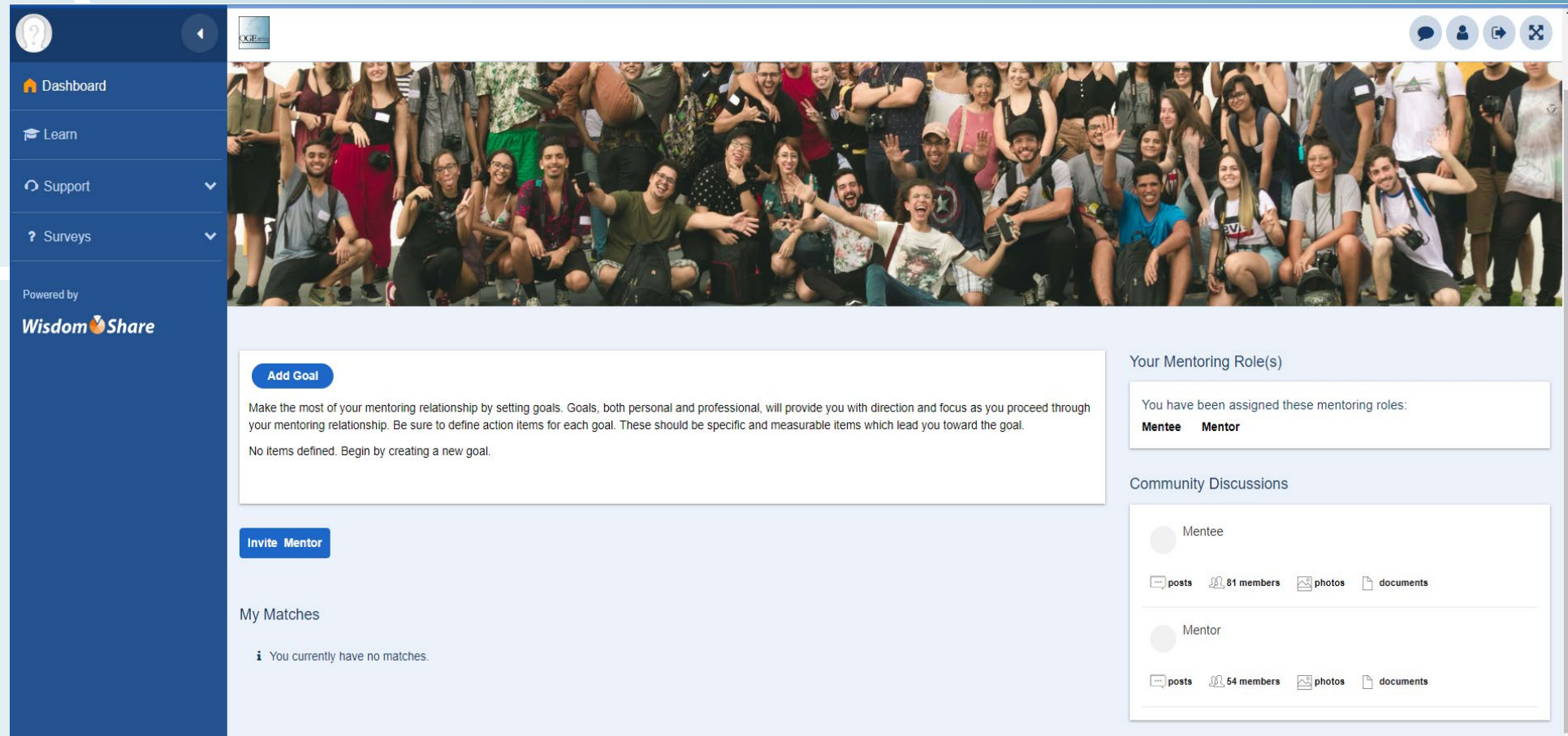
Close comparison

 You	 Stephen Barnes Match 	 Enna Whitted Match 	 Bruno Bogdoni Match 	 Sanjay Match 
Percent Match	94.79 %	91.58 %	93.12 %	90.88 %
Profile Properties	Profile Properties	Profile Properties	Profile Properties	Profile Properties
Functional Area	Functional Area	Functional Area	Functional Area	Functional Area
Corporate Development Marketing Sales	Corporate Development General Management Legal	Corporate Development General Management Marketing	Accounting Engineering Finance	Corporate Development Marketing Sales
Skills and Competencies	Skills and Competencies	Skills and Competencies	Skills and Competencies	Skills and Competencies
Mentor Background and Expertise	Mentor Background and Expertise	Mentor Background and Expertise	Mentor Background and Expertise	Mentor Background and Expertise
Discussion Topics	Discussion Topics	Discussion Topics	Discussion Topics	Discussion Topics



# Dashboard- Before you Match

Once you have completed registration and your profile. Your Dashboard will be active.



The screenshot displays the OGE dashboard interface. On the left is a dark blue sidebar with navigation links: 'Dashboard' (home icon), 'Learn' (graduation cap icon), 'Support' (circular arrow icon), and 'Surveys' (question mark icon). Below these links, it says 'Powered by Wisdom Share' with a logo. The main content area has a header with the OGE logo and a large group photo of diverse young people. Below the photo, there are three main sections: 1. 'Add Goal' section with a blue button and text explaining the purpose of goals. 2. 'Invite Mentor' section with a blue button. 3. 'My Matches' section showing a message: 'You currently have no matches.' On the right side, there are two additional sections: 'Your Mentoring Role(s)' showing 'Mentee' and 'Mentor' roles, and 'Community Discussions' showing two discussion topics for 'Mentee' and 'Mentor' roles, each with links to posts, members, photos, and documents.

**Dashboard**

**Learn**

**Support**

**Surveys**

Powered by  
**Wisdom Share**

**Add Goal**

Make the most of your mentoring relationship by setting goals. Goals, both personal and professional, will provide you with direction and focus as you proceed through your mentoring relationship. Be sure to define action items for each goal. These should be specific and measurable items which lead you toward the goal.

No items defined. Begin by creating a new goal.

**Invite Mentor**

**My Matches**

**i** You currently have no matches.

**Your Mentoring Role(s)**

You have been assigned these mentoring roles:

**Mentee** **Mentor**

**Community Discussions**

**Mentee**

posts 81 members photos documents

**Mentor**

posts 54 members photos documents

# Requesting a Mentor – pending Match


## Mentee View

### My Matches

Pending Matches

!

This match is pending approval



Mentor

Tony Fowler

Telephone:

Email: jnavarette@gmail.com

[View Match](#)


## Mentor View

### My Matches

Pending Matches

!

This match is pending your approval



Mentee

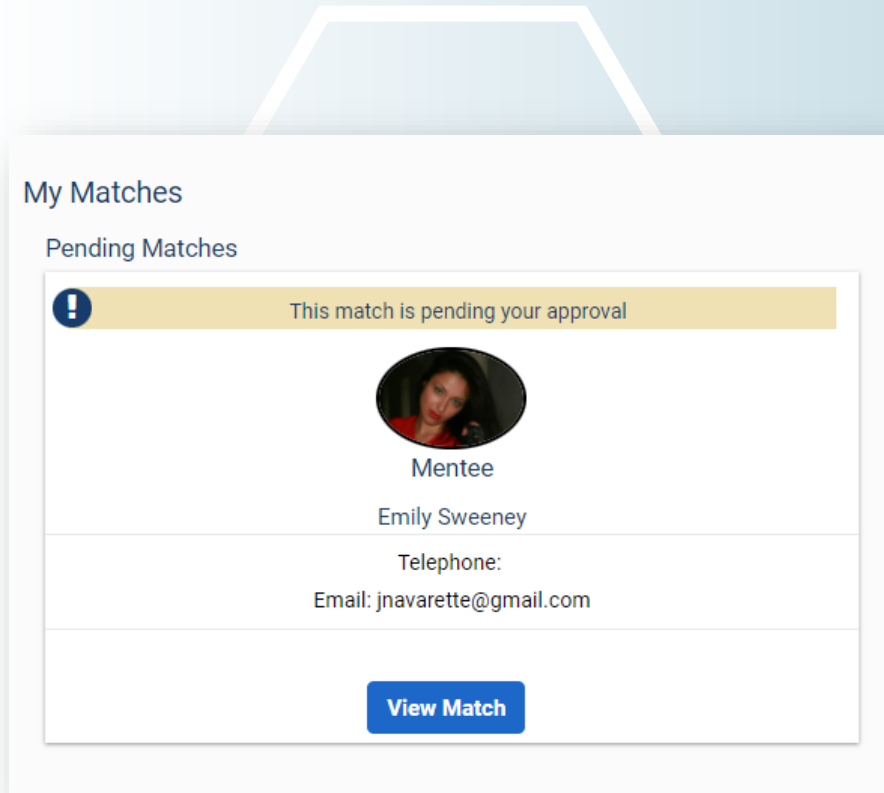
Emily Sweeney

Telephone:

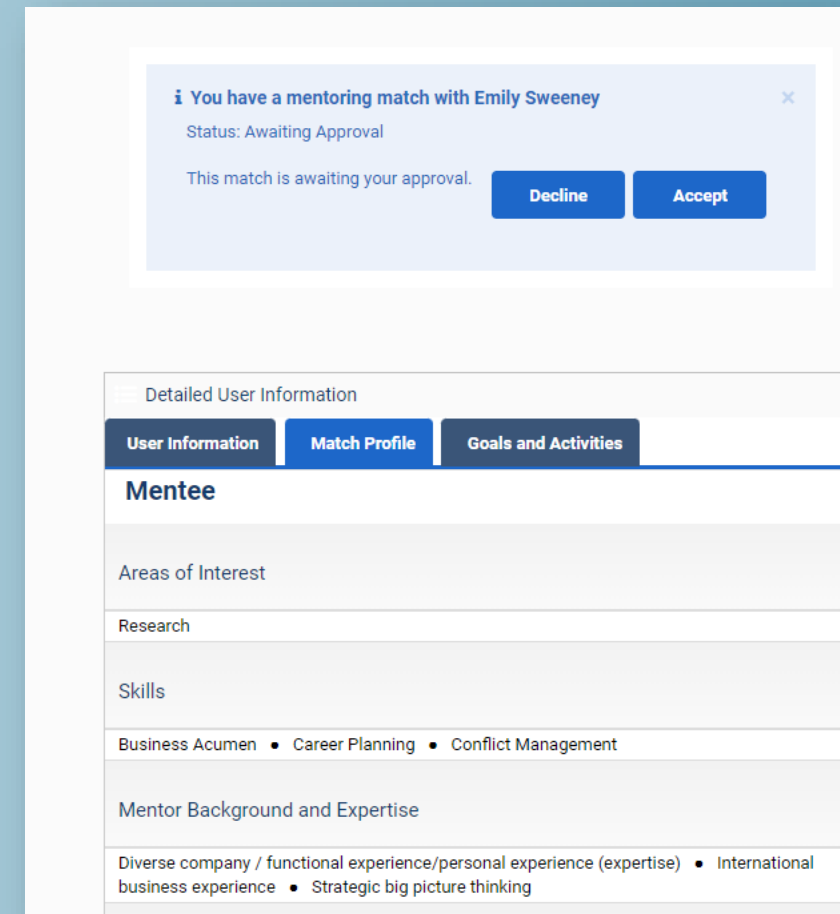
Email: jnavarette@gmail.com

[View Match](#)

# Requesting a Mentor – Mentor accept Match




1. From the Dashboard select the View Match Button.



2. From the Match Page You can review information about your Mentee and then Decline or Accept the match by clicking on the Decline or Accept Button.

# Dashboard- After you have Matched

Once the match your Dashboard will be fully active.




Dashboard

Group Mentoring

Learn

Support

Surveys

Powered by  


1 Before You Begin

2 Getting Started


3 Fine Tune

4 Maintain Momentum

5 Close and Assess


View Match

Getting Started




CREATING MEANINGFUL GOALS >

Document >



YOUR FIRST MEETING >





Document >



BUILDING TRUST >

My Goals

Add Goal

Goal	Goal Status	Due Date	Options
<div>Short-term</div> Get Career Advice	In Progress	4/24/2020	   
Action Steps		Due By	
Make an appointment with my advisor		5/24/2020	

# Match Tiles & Milestones



Once the match is Active, then the Milestones will appear on the Match Page.

✓ Milestones 16 % Complete

1

Before You Begin

Create Mentee Learning Goals

Due by: 09/16/2021

Completed ▼

How to Create Meaningful Goals

Due by: 09/16/2021

Completed ▼

Review Mentoring Best Practices

Due by: 09/16/2021

Completed ▼

Complete Pre-Assessment

Due by: 09/16/2021

Completed ▼

2

Getting Started

1. Schedule and Complete Your First Meeting

Due by: 09/23/2021

Not Started ▼

1c. Review Goals with Mentoring Partner, Create Mentee Action Plan

Due by: 09/23/2021

Not Started ▼

1d. Mentoring Agreement

Due by: 09/23/2021

Not Started ▼

Plan and Share Meeting Agenda for Next Meeting

Due by: 10/09/2021

Not Started ▼

1a. Understanding Your Partner's Learning Style

Due by: 09/23/2021

Not Started ▼

1b. Getting to Know Your Mentoring Partner

Due by: 09/23/2021

Not Started ▼

3

Fine Tune

Practice Probing Questions with Your Mentoring Partner

Due by: 10/24/2021

Not Started ▼

Complete SkillBuilder Guide with Your Mentoring Partner

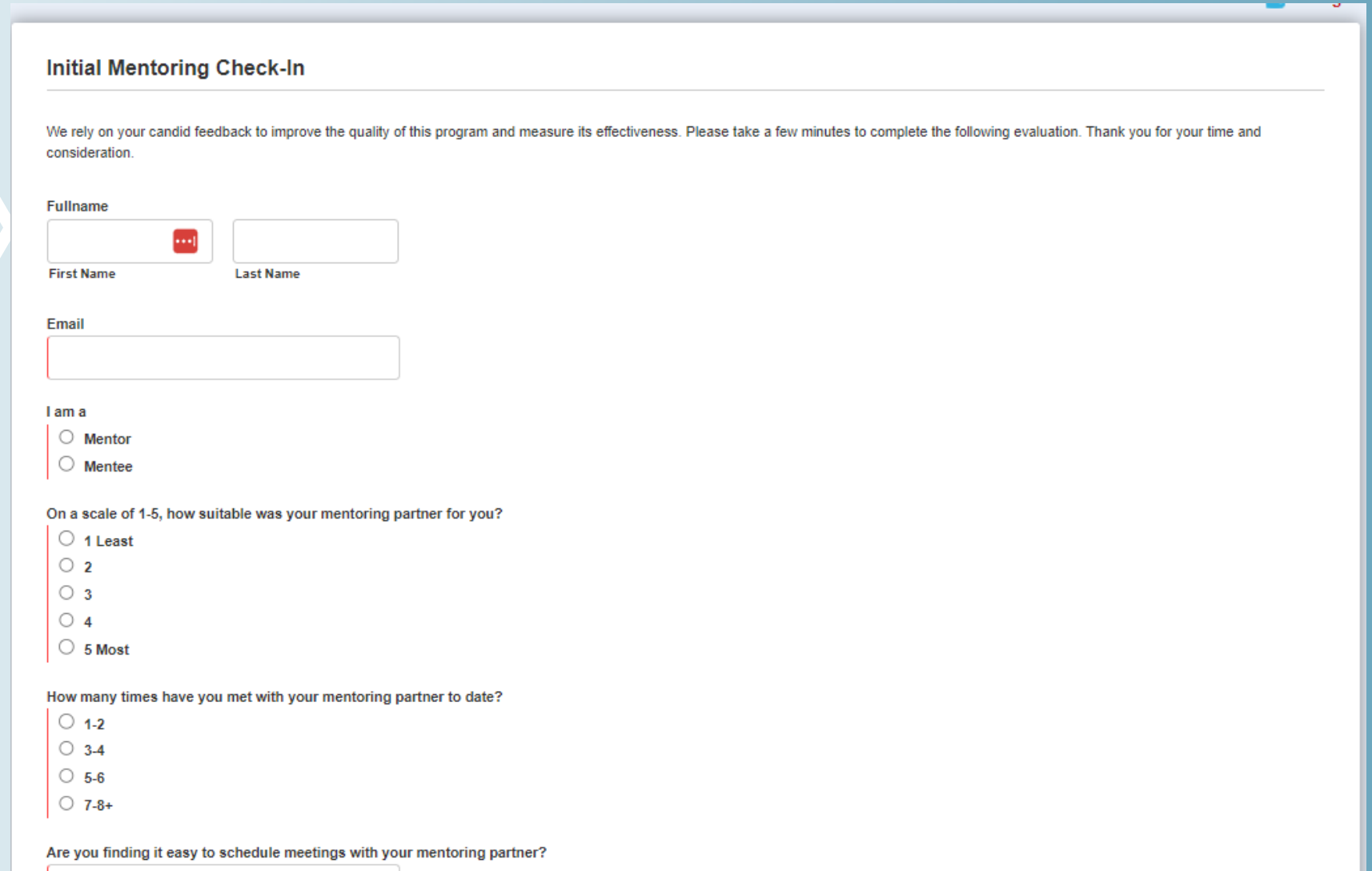
Due by: 11/08/2021

Not Started ▼

# Surveys

- Pre, mid, and post surveys via program database.
- Take less than 10mins to complete
- Requirement of the program
- Vital to the continuation of the program
- Reminders:

**ADMIN@mentorr.com**



**Initial Mentoring Check-In**

We rely on your candid feedback to improve the quality of this program and measure its effectiveness. Please take a few minutes to complete the following evaluation. Thank you for your time and consideration.

FullName

First Name Last Name

Email

I am a

☐ Mentor

☐ Mentee

On a scale of 1-5, how suitable was your mentoring partner for you?

☐ 1 Least

☐ 2

☐ 3

☐ 4

☐ 5 Most

How many times have you met with your mentoring partner to date?

☐ 1-2

☐ 3-4

☐ 5-6

☐ 7-8+

Are you finding it easy to schedule meetings with your mentoring partner?



# Learning Tools

My Profile

Dashboa...

Learn

Support

Surveys

→


search:

search for Text

Milestone ☐


Skillbuilder ☐

Resources ☐




Giving Feedback and Advice »

Document »




Probing Questions »

Document »




Best Practices »

Document »




Managing Conflict »

Document »




Managing Company Politics »


Waiting for text...moodle.org



Learning Goals Mentees »

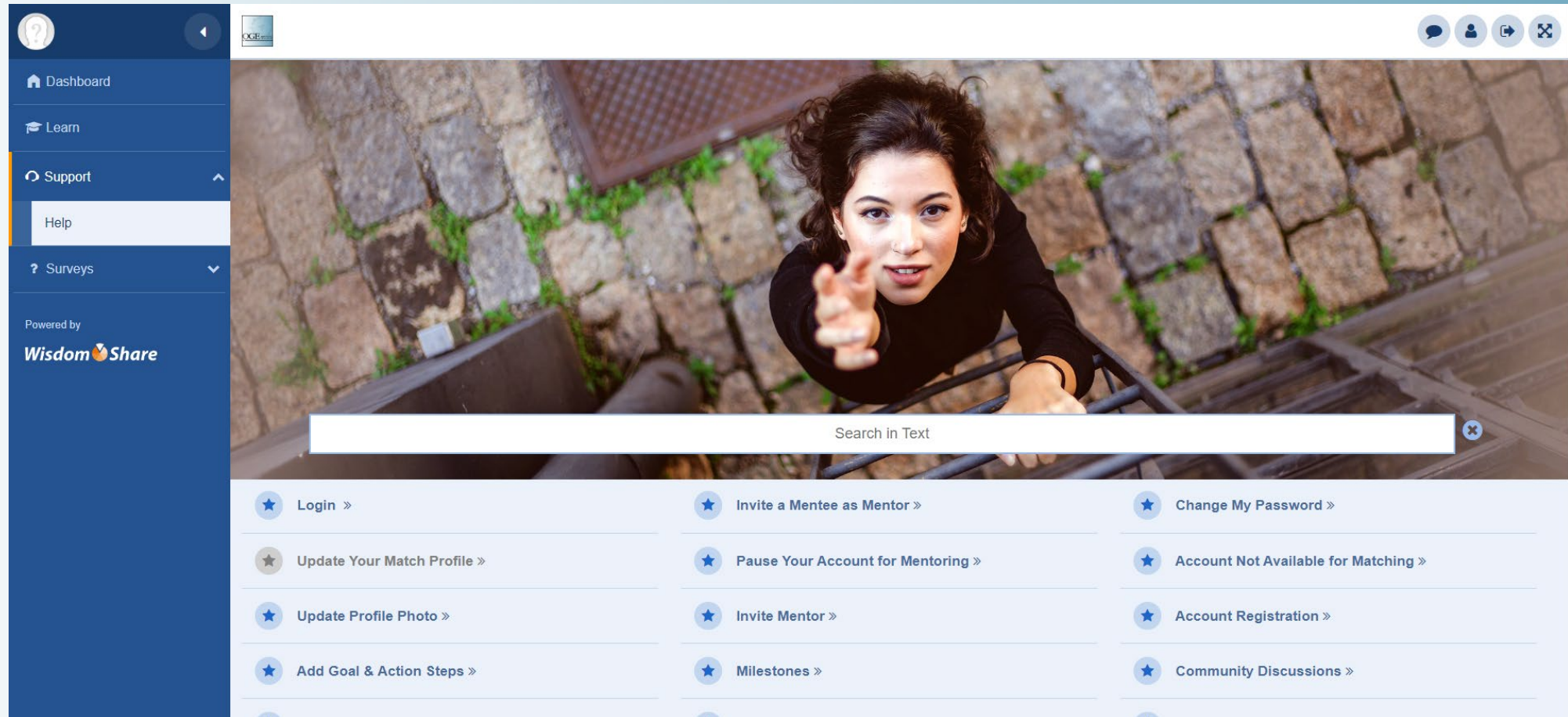


Creating Meaningful Goals »



Your First Meeting »

# New Feature- Help Page





# Next Steps-Important Dates

OGE will determine the number of participants in the program based on the amount of registrants. (You will receive an email, Registration will close on **September 4**)

The week of **September 2<sup>nd</sup>**, you will be notified whether you are eligible to match with a mentor/mentee.

Important Task	Due Date
Registration Opens August 23, 2024	September 4, 2024
Match Prep Session	September 4 at 11:15am TEAMS
Match Period Open September 5, 2024	September 18, 2024
Mentoring Program Kickoff Event	September 24 at 2:00pm TEAMS

# Contact

Kehli Cage

[kcage@oge.gov](mailto:kcage@oge.gov)

Nicole Stein

[nstein@oge.gov](mailto:nstein@oge.gov)

Reminders:

**[ADMIN@mentorr.com](mailto:ADMIN@mentorr.com)**

