



**Academy of Board  
Certified  
Environmental  
Professionals  
Mentoring Program**

**Mentee  
Manual**

2013

## **Welcome**

Whether you are a Certified Environmental Professional-In Training (CEP-IT) or an applicant for becoming a Certified Environmental Professional (CEP), the Board of Trustees (BOT) of the Academy of Board Certified Environmental Professionals (ABCEP) welcomes you and wants to make sure that your mentoring experience is rewarding and helpful. We all constantly remind ourselves that this is a volunteer organization and we all try to give as much as we can for the betterment of the organization and the profession. Try to be understanding and patient in your mentoring relationship. If problems arise, the BOT and the ABCEP Executive Administrator are available to help you.

Thank you

BOT of the ABCEP

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## What's In It For me?

The BOT of the ABCEP are glad you applied to be a part of the mentoring program. A CEP is someone who a senior professional in the environmental practice. They are a source of knowledge and insight into environmental professions and professionalism. We want your experience to be the best that it can be. We also want you to know that this process is confidential and that your participation and the participation of the mentor are voluntary. Some of the outcomes this program will provide to you are the following.

- Increased Visibility
  - This opportunity will showcase your skills as well as create opportunities for you to learn new ones.
  - It will also provide further insight into the environmental field and environmental professionalism.
- Additional Career/Professional Experience
  - This opportunity could increase your marketability, enhance your work experience and further develop your personal skill set.
- Better Communication and Listening Skills
  - This is essential for success in workplace and marketplace.
  - You will become more proficient in effective communications.

What is my personal goal or reason for being a mentored?

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## Expectations

We are very excited to have you participate in the mentoring program. We wish you the best in this endeavor and hope you will reach out to the ABCEP Executive Administrator if there is anything that can be done to help increase the success of your partnership.

There are many expectations of you during this process. Here is a checklist.

- √ Be proactive and take initiative.
- √ Commit to self-development and be willing to invest the time and effort to increase your knowledge and competence.
- √ Articulate clear and specific developmental goals and communicate them to your Mentor.
- √ Suggest ways the Mentor can help and also be willing to accept what the Mentor is able and willing to offer.
- √ Embrace new ideas as well as learn and try new things.
- √ Be sensitive to the Mentor's time constraints.
- √ Keep appointments and meet commitments made to the Mentor.
- √ Be willing to take risks.
- √ Commit to self-development, as well as, investing the time and effort to implement changes that will help achieve goals.
- √ Accept feedback graciously.
- √ Make a genuine effort to implement changes that will help achieve goals.
- √ Be willing to make mistakes and learn from them.
- √ Ask for advice rather than asking for help.
- √ Allow Mentor to volunteer assistance and guidance.
- √ Draw upon your Mentor's guidance, expertise and wisdom.
- √ Respect confidentiality; be sensitive to the Mentor's responsibilities when sharing confidential information.
- √ Communicate problems or issues clearly and on a timely basis.
- √ Be honest and candid in all dealings with your Mentor.

What are some of your expectations for the Mentoring Program?

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The ABCEP Executive Administrator will match you with a Mentor. Once your Mentor has been identified, you will be contacted by the Mentor to schedule your first meeting. In preparation of this meeting, you will be called up on to respond to the following questions at that meeting:

1. Why did you sign up to be a Mentee?

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2. What do you hope to accomplish during this partnership?

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3. Identify a goal they would like to focus on during this partnership.

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The responses to these questions will allow your Mentor to put together a game plan for your Mentoring Program. Your **Annual Career Plan** will be an important tool for interacting with your Mentor. The Career Plan is accessible through [CEP-EXPRESS](#). One of your first tasks as a CEP-IT Mentee is to complete, as best as possible, your Career Plan.

## **Code of Ethics/Confidentiality**

Upholding our ABCEP Code of Ethics should be the primary focus in any ABCEP and/or professional endeavor. This is especially true in the Mentoring Program. You will not be a direct subordinate of your Mentor. This will afford you the luxury of being able to have open discussions with your Mentor without the fear of it affecting your career. Your Mentor is here to help and guide you.

Conversations between you and your Mentor will be kept confidential. You will be speaking freely together and you shouldn't fear what is discussed in your interactions will get back to your company or other professionals. Both you and your Mentor have an obligation to maintain confidentiality of your discussions. However, an individual employee's obligation to ethical and professional standards will always take precedence. Therefore, neither party should share information that will put the other in the awkward position of obligation to break confidence.

## Sample Goals and Accomplishments

It is your responsibility to provide your Mentor with your intended accomplishments and main goal you wish to obtain during this partnership at your first meeting. The first meeting can be in advance of you completing your Career Plan. Here are a few samples of goals and accomplishments you might have based on other mentoring programs.

### Sample goals

- At the end of this partnership, my overall goal is to be a more effective leader.
- To become a better communicator, utilizing skills and abilities that were learned during mentoring training and taking other courses.
- Goal to strive for a better understanding of the environmental profession as a whole.
- Desired outcome: A greater understanding of my discipline with the environmental field.
- Overall goal: To learn ways to enhance my career from my Mentor.

What is the main goal you have for your Mentoring Program?

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### Sample Accomplishments

- As a result of participating in the ABCEP Mentoring Program, I want to develop excellent listening skills.
- Taking part in the Mentoring Program will help me to overcome my shyness and fear of public speaking. I desire to do more posters and presentations at the NAEP conferences.
- I want to successfully complete the Mentoring Program as a Mentee and then become a CEP and Mentor.
- I want to receive greater insight into my field with the help of my Mentor.

Please identify three accomplishments you would like for your Mentoring Program.

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## Mentoring Program Goal

Again, the main tool for interaction with your Mentor will be your Annual Career Plan; however, the items below may help you to begin to think about what you may include in the Plan.

My Mentoring Program goal is: \_\_\_\_\_

My Mentor has identified the following steps to help me reach my goal:

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Below is a summary of the steps I took in reaching my goal:

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My Mentor also identified the following resources as other helpful tools for me to utilize during the Mentoring Program:

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I took advantage of the following additional resources and these were the outcomes:

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## **Mentoring Program Accomplishments**

My desired Mentoring Program accomplishments are:

- 1.
- 2.
- 3.

My Mentor has identified the following steps to help me reach accomplishment #1:

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Below is a summary of the steps I took in reaching accomplishment #1:

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My Mentor also identified the following resources as other helpful tools for me to utilize to reach accomplishment #1:

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I took advantage of the following additional resources for accomplishment #1 and these were the outcomes:

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My Mentor has identified the following steps to help me reach accomplishment #2:

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Below is a summary of the steps I took in reaching accomplishment #2:

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My Mentor also identified the following resources as other helpful tools for me to utilize to reach accomplishment #2:

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I took advantage of the following additional resources for accomplishment #2 and these were the outcomes:

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My Mentor has identified the following steps to help me reach accomplishment #3:

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Below is a summary of the steps I took in reaching accomplishment #3:

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My Mentor also identified the following resources as other helpful tools for me to utilize to reach accomplishment #3:

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I took advantage of the following additional resources for accomplishment #3 and these were the outcomes:

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## Methods of Communication

There are many ways for you to communicate with your Mentor. The ABCEP Executive Administrator will attempt to match you with a compatible Mentor. It is best to lay out a communication plan early in your relationship. Here are some communication options.

### In person

If you are lucky enough to be within traveling distance with your Mentor, this is the recommended communication method, at least for some of your meetings.

### Video Conference

If meeting in person is not an option, a video conference could be the next best option.

### Via Telephone

The third best option is communicating via telephone with your Mentor.

### Via Microsoft Live Meeting

This is a great resource for partnerships that are separated by long distances. It allows you to work on actual documents in live time as if you were just on the other side of the desk.

### Via E-Mail

If there is not a way to communicate verbally with your Mentor, you may communicate via e-mail. However, this is not recommended as a primary source of communication as this does not allow for you and Mentor to fully express yourselves.

This form of communication is best used for making meeting arrangements and other quick discussions.

### Via Instant Messaging or Texting

Like e-mail, this is not a recommended source of communication. It is best utilized in situations where you need to confirm meeting arrangements or other quick requests.

Can you think of any other methods to communicate with your Mentor?

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## Initiating Mentoring

Once you demonstrate your interest in the Mentoring Program as a CEP-IT or CEP applicant, here are the steps that occur.

1. The ABCEP Executive Administrator will match you with a Mentor. The Mentor is responsible for confirming the match via email to the ABCEP Executive Administrator.
2. If you and your Mentor accept your proposed match with the ABCEP Executive Administrator, the Mentor is responsible to initiate contact and schedule your first meeting.
3. You and the Mentor will conduct your first meeting.
4. Once hearing and contemplating your accomplishments and goal that you have for this partnership, the Mentor will determine their personal level of confidence in helping you meet your desired outcomes.
  - a. Should you wish to continue this partnership, you will create a game plan, your Annual Career Plan, and a meeting schedule to help you reach those accomplishments and goal.
  - b. Should you not feel at any time this relationship is not working and have tried to resolve issues with your Mentor, immediately contact the ABCEP Executive Administrator so that each of you can receive new matches.