Mentoring

Sharing Successes and Lessons Learned

Mentoring Requirements

- FEC Platinum and Gold Award Applicants are required to complete mentoring activities by either:

  - Providing direct support to a federal agency or facility to assist them in implementing sustainable electronics management

  - Developing a case study or a new tool, resource or paper on a specific, relevant topic

Mentoring Benefits

- Share successes and provide support to facilities looking to make similar achievements
- Share lessons learned and prevent facilities from encountering similar difficulties
- Demonstrate federal leadership
- Save time and resources across the federal government

What is Mentoring?

- Provide direct support to a federal facility or agency to assist them in implementing more sustainable electronics management strategies

- Present on one of the FEC Partner Calls during the fiscal year

- Submit a new electronics stewardship case study

- Submit a new electronics stewardship resource or tool

Providing Direct Support

- Assistance can be provided to any federal agency or facility, including other facilities within your own agency

- Mentee does not have to be an FEC Partner

- Level and depth of mentoring determined jointly by mentor and mentee

- Please be cognizant of facility status in the FEC

Examples of Direct Support

- Meeting with individual representatives to discuss best practices for electronics stewardship

- Providing support in registering as an FEC partner or completing FEC forms

- Assisting a facility in meeting specific federal goals or implementing electronics stewardship best practices

What is <u>not</u> Mentoring?

- Activities aimed primarily at a non-federal audience
  - Promoting a residential electronics recycling program to the general public or working with State or local governments on electronics issues

- Actions aimed at a broad audience with no individual interaction
  - Sending a mass e-mail, presenting electronics stewardship at a conference

- Working within your own FEC partner facility to promote and implement your internal FEC program

Finding a Mentor or Mentee

- Send a request out on the FEC listserv

- Check within your Agency

- Talk with FEC Champions about federal facilities in your Region

- Ask the Federal Electronics Stewardship Working Group

Presenting on a Partner Call

- Select a call
  - Review the Partner Call schedule for the year
  - Send a request to fec@epa.gov
- After confirmation, prepare for the call
  - Develop 15 minute presentation and associated PowerPoint slides or other visuals
- Present on a call
  - Plan to attend the entire call

Developing a Case Study

- Please use the template available at http://www.epa.gov/fec/resources/case_study_template.doc

- Case studies are posted at http://www.epa.gov/fec/publications.html#case

- Case studies must be reviewed by the FEC and approved prior to claiming mentoring credit for this activity

- Complete drafts must be received by September 30

Developing a Resource or Tool

- Please send a request to fec@epa.gov with information about the resource you would like to develop to get program feedback prior to starting

- Resources are posted in the appropriate section at http://www.epa.gov/fec/publications.html

- Resources and tools must be reviewed by the FEC and approved prior to claiming mentoring credit for this activity

- Complete drafts must be received by September 30, 2012

Supporting Documentation

- Brief written narrative:
  - Who was the mentee? Contact information is appreciated
  - What was the nature of your mentoring?
  - What key issues were addressed?
  - How was this helpful for you and the mentee?
- One or two sentences is all that is required for other mentoring activities

References

- Mentoring Guidance:
  - http://www.epa.gov/fec/resources/mentor.pdf
- Recognition Overview:
  - http://www.epa.gov/fec/awards.html

Contact Information

- FEC Champions
  - http://www.epa.gov/fec/technical.html

- Partner E-mail
  - fec@epa.gov

- Cate Berard
  - berard.cate@epa.gov
  - 202-564-8847