

## **OWWA Mentorship Program 2023-2024**

### **The Program**

OWWA matches young professional mentees who are seeking to expand their knowledge of the industry with experienced professionals to create a mentor/mentee relationship. Mentors will increase personal fulfillment as they give back to the industry, and mentees will learn skills development techniques and industry knowledge to help guide their career.

### **Guidelines**

Mentor/Mentee matches can expect an 8-month (October 2023 – May 2024) commitment. Matches will determine the frequency of their meetings throughout the program, however, OWWA suggests scheduling a meeting once per month.

Matches are created based on goals, experiences, interests, and career paths.

### **Mentors**

Our mentors are experienced professionals in the water industry who wish to give back to the industry and help develop and guide the new generation of water professionals. Mentors will share their knowledge and experience with their mentee. This could include skills and leadership development, transfer of institutional knowledge, and industry insights.

As a mentor, you will help to promote a culture of generosity and open dialogue in the industry, and ensure young professionals get the most out of their OWWA membership.

### **Mentees**

Our mentees are young professionals in the early stages of their career who wish to develop their industry skills and knowledge. Mentees will have the opportunity to discuss career goals, skills development opportunities, and gain insight on career paths and industry knowledge.

## Ground Rules

### 1) Establish Level of Contact:

- a. How will you communicate? Will it be by phone, e-mail, video conference?
- b. What days/times work best?
- c. How quickly will you be able to respond?

### 2) Ethics

#### a. As a mentor and or mentee, I agree to the following code:

- i. I will not discriminate
- ii. I will meet with my mentor/mentee regularly.
- iii. I will listen to my mentor/mentee.
- iv. I will not make promises that I cannot keep.
- v. I will avoid any impropriety, or appearance of impropriety, in my relationship with my mentor/mentee.
- vi. I will not engage in inappropriate personal relationships with my mentor/mentee.

### 3) Code of Conduct

- a. Recognizing that it is a privilege to be a member of OWWA and of the Mentoring Program, any person who believes a misconduct has occurred should immediately make a report to the OWWA Executive Director or any member of the Board of Directors. The Association prohibits retaliation against any employee, volunteer, member, or other person for making a complaint under this policy or for assisting in a complaint investigation.

## Mentor/Mentee Mismatch or No-Fault Termination

Sometimes mentor/mentee pairings stop communicating with each other, which is not ideal, but it may happen. It might have been a mismatch or perhaps the mentor and/or mentee did not or could not dedicate the time needed to build the relationship. If either the mentor or mentee needs to terminate the relationship for any reason, they will agree to abide by one another's decision. If termination happens, the mentor or the mentee must notify the OWWA office. Depending on the time of year at which this is reported, and on the previously available pool of mentors/mentees, the OWWA may have an opportunity to create a new pairing. This is not guaranteed, but every effort will be made to help create and maintain successful mentor/mentee pairings.

## Effective Closure

The mentoring program concludes at the conference each year. Please wrap up final and official mentor/mentee conversations on or before that date. This will allow the mentor to take a short break if they are interested in mentoring again in the fall and will allow the young professional to continue their personal and professional growth on their own. If both mentor and mentee agree to communicate after the program concludes, determine those boundaries before the conference, such as a follow-up email on an established goal or a notification of success on a goal accomplished.

## Top 5 Tips for Mentoring

- 1) Ensure a clear understanding of the purpose and parameters of the relationship
- 2) Establish rules and boundaries
- 3) Set goals
- 4) Be prepared, open-minded and present for your meetings
- 5) Make each session positive and fun!

## Mentor Application

## Mentee Application

Contact us: [waterinfo@owwa.ca](mailto:waterinfo@owwa.ca)