



WQA Mentorship Program

2023 Guidebook

Grow Your Network, Perspective, and Impact.

The mission of the WQA Mentorship Program is to embolden personal and professional growth of professionals in water, by fostering an exchange of knowledge, experience, and advice, furthering the entire drinking water treatment industry. The WQA Mentorship Program facilitates mentoring relationships, along with the opportunity for all program participants to form an exclusive cohort, learning from one another.

Program participants, both mentees and mentors, will have the chance for reflection and self-examination, discussions of experiences and insight to help expand industry knowledge, communication skills, and to articulate and pursue personal and professional goals.

Role of a Mentee

A mentee takes an active role in deciding the quality of the mentoring relationship. By being prepared to contribute to discussions, the mentee can offer a two-way learning experience.

Additional resources on being a mentee:

[*How to be a Great Mentee*](#) - Forbes

[*It Takes Two: A Guide to Being a Good Mentee*](#) – American Bar Association

[*Being A Successful Mentee*](#) – National Association of Colleges and Employers

Role of a Mentor/Mentoring Group Facilitator

A mentor can support a mentee(s), as they discover their strengths and weaknesses, by being dependable, engaged, and authentic. Mentors tune into the needs of the mentee to assist, challenge, and encourage. By remaining open to the experience, mentoring can offer growth and self-discovery to all parties.

Additional resources on being a mentor:

[*How to be a Great Mentor*](#) – Forbes

[*What Makes a Good Mentor?*](#) – Thrive Global

[*Mentoring Guide for Career Services Professionals*](#) – National Association of Colleges and Employers

Program Expectations

There is no program participation fee.

There is an expectation of mentees and mentors to register and attend the 2023 Mid-Year Leadership Conference, September 19-21 at Everline Resort and Spa in Olympic Valley (Lake Tahoe, CA),

Prior to beginning the program, all participants will review and sign WQA’s Code of Ethics, Anti-Trust Statements and Conflicts of Interest.

Time Management

The WQA Mentorship Program is a 6-month program from June to December. The staff program coordinator will schedule a 60-minute meeting each month. Tentatively setup for the second Wednesday of every month at 11:00 AM Central Time over Zoom. Each meeting will have time 30-40 minutes set aside for one-one-one pairings and for mentoring groups to meet in zoom breakout rooms.

Goals

Each mentee is asked to fill out the Mentee Goals Worksheet before the first meeting. The worksheet covers primary and secondary goals, as well as how the mentor can help in achieving them. During meetings, mentees and mentors should check in with the mentee’s goals to ensure they are still relevant or need to be adjusted and that future discussions are designed to achieve them. A blank copy to use is at the end of this guidebook.

Additional resource on goal setting: [*SMART Goals: How to make your goals achievable*](#) – MindTools

WQA Mentorship Program Tent Timeline & Meeting Themes

Guest speakers and topics under each theme will vary each year. Suggestions will also be solicited from mentees.

May SIGN-UP	June ORIENTATION	July MEETING 1 Theme: Industry 101	August MEETING 2 Theme: Current Events/Industry Trends
September MEETING 3 Theme: Personality Styles/ Communication MYLC	October MEETING 4 Theme: Appreciation, Recognition, Leadership Styles	November MEETING 5 Theme: Policy & Advocacy MEMBER APPRECIATION MONTH	December MEETING 6 Theme: Industry 102, Celebration!
January <i>30 min Coffee Break</i>	February <i>30 min Coffee Break</i>	March <i>30 min Coffee Break</i> CONVENTION	

Program Checklist:

ONBOARDING

- Accept calendar invitations for virtual program meetings
- Attend the WQA Mentorship Program virtual orientation
- Send headshot into mentorship@wqa.org
- Review WQA's Code of Ethics, Anti-Trust and Conflicts of Interest documents
- Visit WQA's website to discover the association's tools and resources
- If you do not have a personal WQA member login, contact WQA at mentorship@wqa.org
- Review Program Guidebook
- Complete Mentee Goals Worksheet (see appendix A)

DURING FIRST MEETING

- Establish Goals: discuss goals from the Mentee Goals Worksheet (see appendix A)
- Mentoring Relationship Agreement: discuss expectations (see appendix B)

MENTORING SESSIONS

- Keep meeting notes to reflect on or revisit
- In-between meetings keep track of questions or issues to bring up in future meetings
- During meetings review expectations and goals to reassess progress
- Show appreciation: come to each meeting being enthusiastic, respectful, and open to engage

DURING LAST MEETING

- Review goals set at the beginning of the program
- Discuss future steps

OFF-BOARDING

- A WQA Mentorship Program Administrator will contact you to collect feedback from both mentees and mentors. You can ways reach out at any time to mentorship@wqa.org.

APPENDIX A: MENTEE GOALS WORKSHEET

Name:

- 1. Goals I'd like to accomplish with the help of a mentor:**

- 2. I will contribute as follows to the partnership (example: ask questions, stay motivated, be proactive):**

- 3. One year from now, I'd like to be able to say this about the experience:**

- 4. Secondary goals:**

- 5. Expectations for this mentoring experience:**

- 6. How my mentor can best provide me with the following:**
 - A. Encouragement:**

 - B. Corrective feedback:**

 - C. Help with my skills, knowledge, attitudes:**

APPENDIX B: TEMPLATE MENTORSHIP AGREEMENT

Source: University of Washington

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This template is expected to be altered to meet individual needs.

1. Goals (what you hope to achieve as a result of this relationship; e.g., gain perspective relative to skills necessary for success in the industry, networking, leadership skill development):

2. Steps to achieving goals as stated above:

3. Meeting frequency (frequency, duration, and location of meetings):

4. Confidentiality: Any sensitive issues that we discuss will be held in the strictest of confidence. Both parties have read & signed WQA's Code of Ethics, Anti-Trust Statements and Conflicts of Interest. Issues that are off limits for discussion include:

5. Plan for evaluating relationship effectiveness (e.g., 3-month review of mentorship meeting notes, goals, and outcomes/accomplishments):

6. Relationship termination clause: In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.

Mentor Signature: _____

Mentee Signature: _____