“Leadership is not about titles, positions, or flowcharts. It is about one life influencing another.”
- John C. Maxwell

Working together to fuel the next generation of innovators and creators

MENTORING GUIDE

MENTOR NAME: ________________________
MENTEE NAME: ________________________
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BP’s Commitment to STEM Education

Today’s global economy demands a highly skilled workforce equipped to drive innovation in a dynamic, high-tech world. To play a leading role in securing America’s energy future, BP depends on the brightest minds and cutting-edge technology and innovation. To prepare for the jobs of tomorrow, students need, not only a quality education, but also a strong foundation in STEM. That is why BP is committed to improving pathways to STEM education and careers, especially for girls and underrepresented minorities.

For more than six decades, BP America has supported education initiatives focused on science, technology, engineering and mathematics (STEM). Over the past three years alone, BP has invested more than $60 million in programs and activities that encourage students across the United States to pursue STEM subjects and careers.

Visit BP.com/STEMed for more tools and activities that can be used to share STEM content with students of any age.

How to use this mentor guide:

Be sure to have one guide for you and give one guide to your mentee. It should be utilized by both the Mentor and Mentee. It will provide weekly prompts to drive conversation and promote sharing of ideas.

- Mentor and mentee follow guided weekly discussions
- Write your feedback and thoughts in this guide prior to meeting each week
- Bring the guide to each meeting to track past/current discussions, ideas and follow up
- Mentor, track your hours in the back of the guide
  ◊ Log your hours online at www.bp.com/mwm
- BP employees, if you are mentoring via a non-profit organization or a school program, your mentor hours may be eligible for a volunteer match by the BP Foundation. Learn more at https://myhr.bpweb.bp.com/bpexperience/working-at-bp/employee-matching-fund/time.
- Enjoy your time together!
As part of its longstanding commitment to STEM education, BP is proud to partner with Million Women Mentors, a campaign that promotes the importance of mentorship and the powerful, lasting effect it can have on a young person’s life.

BP shares Million Women Mentors’ goal to help improve STEM pathways for students, especially among girls and underrepresented minorities. This partnership provides our employees the opportunity to pledge to be a mentor — and make a difference by putting their pledges into action. The campaign also provides meaningful connections and opportunities for those considering volunteering as a mentor for the first time.

By taking part in the Million Women Mentors campaign and sharing your experience and knowledge of our industry, you will help inspire young women while empowering them to pursue STEM careers. You do not need a background in STEM to positively impact the life of a girl or young woman through mentorship.

Mentoring has had a positive impact on each of our careers, and we believe the experience should be shared. We ask you to join us and pledge to be a mentor today. Together, we can increase girls’ confidence to pursue STEM while supporting BP’s commitment to America. Sign up today @ bp.com/mwm.

Thank you for making a difference and helping to inspire the next generation of innovators.

Sincerely,

The BP Women Mentors Leadership Council

Janet Weiss
Regional President, BP Alaska
“Success comes from a variety of experiences and strategies. Realizing you are not alone in the workplace, and finding those mentors who will help you along the way is critical. It’s about coming together and connecting. Share the journey, share our stories, and go forward. Encouragement demolishes barriers. Let’s be a positive force in lives, illuminating possibilities.”

Leigh-Ann Russell
Vice President, Global Wells Organization
“I am certain that I have only been successful in my career due to the advice, guidance and sometimes intervention by my mentors and sponsors. It’s something I am truly grateful for, and I really want to do the same for others. As a mentor myself, I feel often I get as much if not more from my mentees than I give them – their enthusiasm, fresh perspective or debate. Being mentored or being a mentor is a special part of our careers, and essential for us all.”

Terry Wood
Technology Vice President, Strategy, Planning & Communications
“Mentoring is a powerful intervention that provides a positive environment where we can share our experiences with others, and inspire them to grow to their full potential. I encourage fully engaging with the process to help someone recognize their gifts and be open to considering roles that are not immediately obvious.”
The Impact of Mentorship

**Marta Vasel**  
Vice President, Strategic Cooperation  
“Throughout my career, I have been lucky to benefit from the guidance and coaching of various mentors, and I have always believed it is important for me to pay it forward and help others in the same way by being a mentor myself.”

**Aleida Rios**  
Vice President, Operations, Gulf of Mexico  
“As a woman in Operations, mentoring was essential to my success. It meant there was someone there who cared about me, who I could relate to both personally and professionally, and it was an experienced friend who was there to help in a number of different situations. It made me feel less alone.”

**Mary Streett**  
Vice President, U.S. Government Affairs  
“I’m very proud of what I’ve been able to achieve in my professional career, but I also know I would not have achieved it without the guidance of my many mentors. Whether you’re an intern or you’re the CEO, there should be someone you can turn to who’s been there, from whose experience you can benefit. I cherish those who have been there for me, and I get as much or more out of serving in that role for others.”

**Khymberly Booth**  
Director, U.S. University Relations  
“Throughout my career I’ve had mentors at all levels – all of whom have used their experiences to help me see situations, opportunities, and challenges through a different set of eyes. I wouldn’t be who I am today without the power of mentorship. I believe I know my potential, but mentorship pointed me in the right direction, allowing me to unleash that potential.”

**Redia Anderson**  
Chief Diversity & Inclusion Officer  
“As I reflect on my career, my success can be attributed to three things: relationships, results and reputation. Having a mentoring relationship in particular, and occasionally having sponsors, provided the insight, encouragement and air cover I needed to successfully navigate an organization and strategically make a difference in my roles. This is why I mentor others as well.”

**Cindy Yeilding**  
Vice President, Exploration Basin Analysis  
“There’s always someone to mentor: If you’re new to industry, find students. If you’re a seasoned professional, find less experienced or less confident colleagues to support. Like many people, I have benefited tremendously from fantastic mentors and sponsors in my life. We can all give back in this space, and I challenge you to take a person, or two, or 20, under your wing. Buy them coffee, learn their accomplishments and listen to their challenges. You have a lot to offer them, and a little experience and wisdom can go a long way.”

**Starlee Sykes**  
Vice President Global Projects, Deepwater  
“I believe in the power of individuals to make a difference in the world. As individuals, we are much more powerful when we are supported by mentors, sponsors and loved ones. At each step on my journey, others have reached out to lift me up. I aspire to make a difference in that way - to help people find their path to fulfill their potential.”

**Cheryl McKinney**  
Vice President Strategy and Portfolio  
“Looking back on my career, when strategic career options presented themselves, I have recalled, with surprising clarity, key conversations with trusted adviser. This helped me consider options and be true to myself in the decision making. The next generation needs those trusted adviser, we each have the opportunity to lend a hand to those who will follow on the path. This is important to me personally, and it will continue to be important to our business.”
Mentor and Mentee:

This meeting is to help you both get acquainted and find ways to work well together.

Ask each other the following questions, and any others that come to mind.

• What is your favorite movie or book?

• Tell me about something that you are very proud of.

• Share a learning moment in life or a challenge that you overcame.

• Mentee: Visualize yourself as an adult. What do you see yourself doing professionally?

Mentor:

• Ask questions about your mentee’s current professional status to assess your game plan together. Does she have a job already? Is she trying to get an advanced degree?

Mentee:

• List (or prep for next meeting) some areas in which you excel (strengths-based leadership).

• List a few areas in which you would like to grow in order to be successful, both personally and professionally, where you feel your mentor could specifically coach and advise you. This becomes the goal of your mentor relationship.

“Nothing is impossible, the word itself says I’m possible!”
- Audrey Hepburn
Notes:

ACTION ITEM
Schedule your next three meetings. Clarify expectations for your relationship and the best way to communicate with each other.

“One in three young people will reach adulthood without a mentor.”

- Diane Quest, Mentor
Mentee:

Tell me about a time when you felt that you were using your greatest strengths on a project.

Mentee:

There are some areas in which we could each use some improvement. What are some challenges you’ve faced in the past?

SMART goals (Mentor)

Talk about skills associated with science, technology, engineering and math (STEM) and how they relate to the mentee’s vision for herself. Create two to five goals for your work together that involve learning and lead to defined outcomes.

Examples

“To spend a day shadowing a woman in STEM”
“To apply for three STEM related internships”
“To better understand where the jobs are in my community and the education I will need to attain a great, meaningful and well-paying job.”

“For what is done or learned by one class of women becomes, by virtue of their common womanhood, the property of all women.”

- Elizabeth Blackwell
SMART goals:
Specific • Measurable • Attainable • Relevant • Time Bound

1.
2.
3.
4.
5.
6.
7.
8.

How I measure the success of my goals:

Each week, send your mentor a two-paragraph email with:

- Where you stand against your SMART goals and areas of need.
- Highlights of your week.
- Challenges or barriers to your success.

ACTION ITEM

Mentee: Return to your next meeting with your updated goals sheet and a draft resume, if it’s relevant to your work with your mentor.
Mentor:

Talk about skills associated with STEM and how they relate to the mentee’s vision for herself. Create two to five goals for your work together that involve learning and lead to defined outcomes.

Mentee:

Share your professional experience to date and the areas in which you feel you need to grow and learn.

Try to use the entire hour to share stories and learnings from both mentor and mentee.

“The best help we can offer the youth of today is to prepare them for tomorrow.”

- Mark W. Boyer
Notes:

What I learned about my mentor/mentee:

ACTION ITEM

Mentor: Take home and review your mentee’s SMART goals sheet and her draft resume.
Week 4
or hour 4
The importance of your network
and 5 strategies to build it

Mentor:

Work with your mentee on ideas to build a network. Get creative and if you use LinkedIn, Google+, are part of specific rotary or chamber groups, tell all.

For example: I reached out to 20 contacts on LinkedIn and went to three networking events when I was looking for my next job. Help mentee build a good LinkedIn profile.

If your mentee is already working in STEM, discuss steps to garner more opportunity, support and promotion. Please integrate how you prepared for a meeting and follow-up.

The next time you meet, bring another woman leader to meet your mentee or go to an event together to teach her how to network effectively. Alternatively, suggest a good book that could lend itself to a discussion on this topic. Recommend the top three professional books you’ve read that might help your mentee at this juncture.

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

- Benjamin Franklin
Notes:

Building a professional network and five key people I need to have in my network:
(If you are in high school, get creative with your network and include teachers and family friends.)

ACTION ITEM

Mentee: List three action items for building your network and get feedback on your resume.
Mentor: Emphasize the importance of outreach and critical follow-up skills, as well as what to do if someone does not respond to your outreach.
**Mentee:**
List the actions you will take this week and next to reach your SMART goals.

If you are employed, list projects and research you would like to be involved in and how to present it to your manager.

**Mentor:**
Show two role model videos from websites such as TEDx talk, Leanin.org, Fabfems.org or Code.org. What made these women successful?

“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.”

- Steven Spielberg
Notes:

SMART goals

ACTION ITEM

Mentee: Update your SMART goals based on your discussion and email them to your mentor. Research two role models in your field of interest.
Happy people are more productive people.

**Mentor and Mentee:**

Mentor give examples from your professional life, and mentee, from your academic or professional life, about people who seem to be genuinely happy. What makes them this way? Abraham Lincoln said, “You can be as happy as you choose to be.” Do you and your mentee agree with this statement?

Discuss the best way to avoid gossip at work and some common pitfalls that make people unhappy in their professional lives.

LRN is a good resource for this topic and is led by Dov Seidman and Ted Leonsis, who also wrote a book on the subject. Related videos are available online at LRN.com

“Mentor duty should be the new jury duty.”

- Brandon Busteed

*We at MWM agree that mentoring should be part of our civic responsibilities.*
Notes:

Happiness and culture

**ACTION ITEM**

*Mentor* and *mentee*: Research relevant culture surveys or studies on happiness and bring your findings to this meeting.
Talking is important, but experience is the best teacher.

**Mentor:**
Based on your conversations with your mentee, suggest a STEM-focused professional development experience she may not have otherwise considered. For instance, take a trip to a science museum, participate in a math competition, interview young women and leaders at a nearby technology company, or visit a manufacturing company that uses robotics.

If your mentee is over 18, consider connecting her with a close contact and setting up an opportunity for her to interview him or her. (It may be ideal for her to conduct the interview independently.)

If your mentee is already working in a STEM field, another option might be to have her attend a skills-building class or workshop that directly supports her professional development goals.

“We’re here for a reason. I believe a bit of the reason is to throw little torches out to lead people through the dark.”

- Whoopi Goldberg
Mentor:
It is highly recommended that your mentee completes the Gallup Strengths Finder survey or a similar exercise. (Many inexpensive or free options are available online.) Once she completes the survey, ask her to email the report and her thoughts on her results to you in advance of your next meeting.

“You gain strength, courage and confidence by every experience in which you really stop to look fear in the face...You must do the thing you cannot do.”

- Eleanor Roosevelt
Week 9
or hour 12

Strengths, weaknesses, opportunities and threats (or challenges)

Mentee:

Share what you are really good at:

Share what you would like to grow in:

Share where you see opportunities (personal/ professional):

Share some challenges to your success:

Mentor:

Help mentee determine how to leverage their strengths in work and life:

“Nothing in life is to be feared. It is only to be understood.”

- Marie Curie
SWOT chart

SWOT stands for:
Strengths • Weaknesses • Opportunities • Threats

Mentee:
Once you’ve completed your SWOT matrix, use the information to develop a strategy and answer the following questions:

• How can I take advantage of my strengths?
• How can I minimize the effect of my weaknesses?
• How can I capitalize on opportunities?
• How can I successfully manage threats?

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<thead>
<tr>
<th>Strengths</th>
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<td>Strengths are qualities that help you achieve your goals.</td>
<td>Weaknesses are qualities that limit your ability to achieve your goals.</td>
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<th>Opportunities</th>
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<tr>
<td>Opportunities are elements in the external environment that could help you achieve your goals.</td>
<td>Threats are elements in the external environment that could negatively impact your ability to achieve your goal.</td>
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ACTION ITEM

Mentor: Use the strengths-based approach with your mentee and provide guidance on the types of careers well-suited for her strengths. Share your personal/professional weaknesses and how you built a career leading with your strengths.
Mentor and Mentee:
Discuss how to prioritize the most important things in your personal and professional life. Many young women experience elevated stress levels when they take on too many commitments.

“Women, like men, should try to do the impossible, and when they fail, their failure should be a challenge to others.”

- Amelia Earhart
Mentee shares ideas:

To protect my time and focus; I am dedicated to saying “yes” to:
1. 
2. 
3. 
4. 

And “no” to:
1. 
2. 
3. 
4. 

“Life is 10 percent what happens to you and 90 percent how you respond to it.”

- Maria Montessori

ACTION ITEM

Mentee: What are three things you can now say “no” to? What do you choose to say “yes” to?
Mentor:

Take this week to connect with your mentee on what they have already learned through this mentorship process. What other expectations or hopes might they want to address?

Discuss gender bias in STEM (see page 33 for statistics), share any relevant stories, and women role models you and your mentee have in your lives.

“A mentor empowers a person to see a possible future, and believes it can be obtained”

- Shawn Hitchcock
ACTION ITEM

**Mentee:** Connect with one or two organizations for learning opportunities related to your interests. Draft a letter or email inquiring about their programs and provide a copy to your mentor prior to sending.
Mentee:
Research an organization or opportunity related or helpful to your professional interests and set out this week or next to experience it. Focus on something you might want to pursue in your career, a charitable cause you support, or an internship of interest.

For example:
Speak to a teacher or counselor about sitting in on a STEM-related class or activity. Use this experience as an opportunity for networking as well.

Alternatively, shadow your mentor or family friend to learn more about their work and career path. Make a plan to interview some of their co-workers.

“Life isn’t about finding yourself. Life is about creating yourself.”
- George Bernard Shaw
ACTION ITEM

Mentee: Is there an area in your life where you are supporting younger girls or women with what you have learned so far in this program? Also, if you are looking for an internship or job, have you specifically asked people to help with introductions?
Mentee:

Break down the SMART goals you wrote on Week 5 into quarterly action items, or what you will do in the next 90 days, six months, nine months and 12 months.

If you and your mentor would like to continue your relationship, keep going and good luck!

Moving forward, you should meet one to two times per month. One time should be at an event where there is an opportunity for networking or connecting with a larger group that you and your mentor can learn from.
Notes:

**ACTION ITEM**

**Mentee:** Please use the list of resources on the following page to assist you in following a STEM pathway.

**Mentor:** Please be sure to log your mentor hours at [www.bp.com/mwm](http://www.bp.com/mwm). You can also submit your volunteer hours for BP Foundation matching hours donation.
Resources

- **National Center for Women and Informational Technology** (www.NCWIT.org) – Research and tools

- **The National Mentoring Partnership** (www.mentoring.org) – provides resources on the value of mentoring, along with a guide developed by the Mentoring Partnership in Pittsburgh (mentoringpittsburgh.org)

- **The Community Core** (www.npower.org) – register to find STEM-related volunteer and mentoring opportunities

- **MentorNet** (www.Mentornet.net) – online mentoring platform for undergraduate mentoring.

- **Volunteer Match** (www.Volunteermatch.com) – millions of opportunities!

- **FabFems** (www.fabfems.org) – a national database of women from a broad range of professions in science, technology, computer science, engineering and mathematics who are inspiring role models for young women. The directory is free and accessible to young women, parents, girl-serving STEM programs and other organizations working to increase career awareness and interest in STEM. The FabFems Project is an innovative online collaboration tool brought to you by the National Girls Collaborative Project.

- **Girls Who Code** (www.girlswhocode.com) – Hour of Code

- **Khan Academy** (www.khanacademy.org) – Computer science resources

- **Code.org** (www.code.org) – Computer science resources

- **Lean In** (www.leanin.org) – video of female role models (many in STEM careers)

- **Techbridge** (www.techbridge.org) – has a wealth of research and resources to help you develop your skills as a mentor

- **Million Women Mentors** (www.millionwomenmentors.org) – sign up for Million Women Mentors Weekly and count toward the million by adding your Pledge-to-Mentor
STEM Statistics

In the past 10 years, growth in STEM jobs has been 3 times greater than non-STEM jobs.

75% of all college students are women and students of color, yet they represent only 45% of STEM degrees earned each year.

Almost 30% of all male college freshmen planned to major in a STEM field in 2006, compared with only 15% of all female freshmen.

While women comprise 48% of the U.S. workforce, just 24% are in STEM fields, a statistic that has held constant for nearly the past decade.

80% of the fastest growing occupations in the United States depend on mastery of mathematics and scientific knowledge and skills.

Women with STEM jobs earned 33% more than comparable women in non-STEM jobs – considerably higher than the STEM premium for men.
Notes:
Volunteer Time Log

Reminder: go online at www.bp.com/mwm to log your hours.

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Signature: 

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For more information about BP’s commitment to STEM

bp.com/STEMed