

# Oil & Gas Industry Project Management Mentoring Programme

# **Programme Overview**

The ECITB Offshore Project Management Steering Group (OPMSG) has developed a Project Management-specific Mentoring Programme available for individuals working within the Oil & Gas sector, who wish to further their careers in the Project Management and Control specialisms. The OPMSG comprise of senior Industry Practitioners collaborating together to provide experiential development and guidance across all sectors within the Upstream Oil & Gas community.

The ECITB is looking for 15 candidates to participate in an eight-month programme in the Aberdeen area. This is available to the Oil and Gas community including ECITB member and non-member companies

There will be two streams of mentoring within the programme – Foundation and Strategic Level – to accommodate successful mentee's stage in career.

## What to expect

The Oil & Gas Project Management Mentoring Programme is an eight-month guided relationship with **ECITB Recognised Industry Mentors**, who are experienced Project Management Practitioners working within the Oil & Gas Industry, sharing their knowledge, skills and experience to assist the Mentee's progress in their career. Both parties will mutually agree areas of development and work towards set objectives and plans specific to the individual.

The scope of mentoring will include Project Management Tools, Behaviours and Leadership Development, and within the context of operations within the Oil & Gas sector.

For further information please see the Project Management Mentoring Webpage on https://www.ecitb.org.uk/professional-management-training/

## **Benefits**

Mentees recommend this programme identifying the following benefits:

- As mentor is independent of work this enabled open and empowering discussions
- Exposure to broader PM networks and perspectives from other areas of industry
- Increased career development motivation
- Improved PM knowledge & skills
- Changed behaviors in relation to work and personal development

## **Programme Structure**

### Successful Applicants will:

- Undertake a self-assessment against the ECITB Project Management Framework
- Agree with their ECITB Recognised Industry Mentor areas of competence for development
- Set Objectives and Action Planning
- Have regular communication & reviews with their Mentor
- Undertake a post-programme self-assessment (against the ECITB PM Framework) and review progress against set objectives

## **Mentee Experience / Prerequisites**

Mentee's should already be working within the Oil & Gas Sector and working within a Project Management / Project Controls role, and would like to develop / enhance their skills and competence in this area.

The Mentors will initially be from the Aberdeen area, and as such, the Mentees must be local to the area or prepared to travel at their own expense.

For the **Foundation Mentoring Programme**: applicants must have achieved:

- APMP / IPMA Level D (or equivalent) and;
- have 3 5 years' relevant experience as a minimum.

For those wishing to pursue the **Strategic Level Mentoring Programme**: applicants must have:

- Achieved Registered Project Professional OR have minimum 5 years' experience in industry including managing complex projects
- AND be looking to take on a leadership and business strategy alignment role.

#### **Fees**

The **ECITB Recognised Industry Mentors** volunteer their time and knowledge without financial cost. There is no cost to join the programme however Mentees are responsible for any travel expenses incurred.

For candidates not able to attend mentoring in the Aberdeen area please note your interest in mentoring in an another area by emailing pm-mentoring@ecitb.org.uk

# How to apply

The mentee application form is available for download from the Project Management webpage: https://www.ecitb.org.uk/professional-management-training/Closing date 05.04.2019.

# ECITB Oil & Gas Project Management Mentoring Programme

#### **ECITB Industry Recognised Mentor Process**

REGISTER INTEREST Submit expression of interest via email to ECITB with Statement of experience in the Oil & Gas Industry and Mentoring and reasons for wishing to commit to PM Mentoring.

DISCUSSION

Review of interest by Steering Group with Member to meet / discuss programme with potential new mentors, their interest in the programme and relevant experience

INVITATION

Mentor recieves response to expression of interest from ECITB with invitation to access restricted page on website with information on the Mentoring Scheme and the Process which is to be applied.

PROGRAMME STRUCTURE Mentor to read and acknowledge following documents on restricted site;

- ECITB Mentoring Guidelines
- ECITB Mentoring Terms Of Reference (ToR)
- ECITB Mentoring Tools (PM Framework)
- Overview of Programme for Mentees

RECOGNISED MENTOR Submit application form together with CV and any supporting documentation to PM- mentoring@ecitb.org.uk Shortlist of applicants are sent to steering group for "Pairing".

MENTOR TRAINING

Training offered for mentors as required

# **ECITB Mentee Registration Process**

REGISTER INTEREST

Submit expression of interest via email to PM-Mentoring@ecitb.org.uk together with CV and qualifying statement highlighting reasons for enrollment and desired outcomes. Shortlist of applicants are sent to Steering Group for 'Pairing'.

CONFIRMATION

Successful applicants will recieve a response from ECITB with an invitation to join the programme, upon receipt of the signed Terms of Reference (ToR) from the Mentee.

ACCEPTANCE

After the ToR has been recieved by the ECITB, an email will be sent to the Mentee asking to undertake the ECITB Project Management Framework. Once recieved an ECITB Industry Recognised Mentor will make contact to confirm arragements and schedule 1st meeting.

ACCEPTANCE

Meeting for mentees induction to the programme to cover

- Mentoring relationship
- Ohiective setting

PROGRAMME LAUNCH

Meeting for all mentees and mentors selected for the programme

- Introduction of mentors to mentees
- Introduction to programme and network
- Sharing Top Tips for success from previous Programmes

#### **Programme Outline**

