



BONNEVILLE POWER ADMINISTRATION
TRAINING ANNOUNCEMENT – FY23

Western Energy Institute (WEI)
2023-24 Women In Leadership -
Mentoring & Development Program

OPENS: August 14, 2023

CLOSES: August 28, 2023

WHO MAY APPLY:

Current supervisory and non-supervisory GS-14-15 career and career-conditional employees of the Bonneville Power Administration are encouraged to apply.

To remain eligible, interested candidates must remain at GS-14 (or higher) grade level (permanent or acting) throughout the program period (October 2023 to November 2024.)

This is a developmental opportunity under the Culture Office's Diversity and Inclusion Program.

Participation in the Western Energy Institute (WEI) 2023 Women in Leadership – Mentoring & Development Program does not result in a promotion.

GENERAL INFORMATION:

WEI's Women in Leadership – Mentoring + Development program is an opportunity for women to discuss the obstacles and challenges of working in the utility industry. The utility industry workforce is significantly underrepresented by women, as compared to the general population where women make up roughly half of the total workforce. Organizational efficiency is optimized by a workforce with balanced skill sets and perspectives.

This program addresses opportunities and challenges women face working in the energy industry, advocates for workplace inclusion and teamwork, and explores critical issues related to attracting and maintaining a diverse workforce. Formal mentorship opportunities will provide women in the industry support to increase retention and satisfaction.

Mentors and mentees will regularly connect over a 12-month period. Participants attend one of two in-person kickoff sessions, in Portland October 17-18, 2023, or in Phoenix November 7-8, 2023, and an in-person meeting at the WEI Women in Energy Symposium in Las Vegas, NV November 6-8, 2024.

Program participants will develop the following:

- Significantly enhanced comprehension of the energy industry;
- The ability to educate others, be mentored and mentor;
- Increased ability to manage cross-functional and diverse teams.

WHO SHOULD ATTEND:

This announcement is for two mentees. Mentees are directors, managers, supervisors, and front-line employees who want to develop their leadership skills and gain a broader perspective of the utility industry.

Note: Mentor roles have already been filled.

CANDIDATE CHARACTERISTICS:

- Avid learner; capable of independent study;
- Development plan includes leadership development;
- Available to fully participate in the program;
- Support from your direct manager.

PROGRAM DETAILS:

Cost & Associated Fees: \$1,499 per student. The Chief Culture Office Leadership Development budget will fund tuition for this opportunity. Note: Travel expenses including lodging and per diem are the responsibility of the selected participant's business line.

Program Dates & Locations: In-person kickoff session either in Portland on October 17-18, 2023, or in Phoenix on November 7-8, 2023, and an in-person meeting at the WEI Women in Energy Symposium on November 6-8, 2024, in Las Vegas, NV. Mentor sessions outlined below.

2023 - 2024 Timeline

DATE	EVENT	TIME COMMITMENT	LOCATION
July - September, 2023	Mentor Recruitment	Submissions due September 22nd	
August - October, 2023	Mentee Recruitment	Submissions due October 6th	
October - November, 2023	Participants accepted, notified of final assignment of kickoff dates and location, and registration open.		
October 17-18, 2023	Mentor and Mentee Kickoff Forum westernenergy.org	2 days	Portland, OR
November 7-8, 2023	Mentor and Mentee Kickoff Forum westernenergy.org	2 days	Phoenix, AZ
October 19-21, 2023	Women in Energy Symposium*	3 days	Scottsdale, AZ
December 2023	Mentor Session	1-2 hours	Phone/Video
January 2024	Mentorship Session	1-2 hours	Phone/Video
February 2024	Mentorship Session	1-2 hours	Phone/Video
March 2024	Mentorship Session	1-2 hours	Phone/Video
April 23-26, 2024	Operations Conference*	4 days	Oakland, CA
April 2024	Mentorship Session	1-2 hours	Phone/Video
May 2024	Mentorship Session	1-2 hours	Phone/Video
June 2024	Mentorship Session	1-2 hours	Phone/Video
July 2024	Mentorship Session	1-2 hours	Phone/Video
August 2024	Mentorship Session	1-2 hours	Phone/Video
September 2024	Mentorship Session	1-2 hours	Phone/Video
October 2024	Mentorship Session	1-2 hours	Phone/Video
November 6-8, 2024	Women in Energy Symposium + Leadership Conclusion Session	3 days	Las Vegas, NV

**The 2023 WEI Women in Energy Symposium and 2024 Operations Conference are not officially part of this program, however Mentors and Mentees are highly encouraged to attend.*

FURTHER INFORMATION:

View WEI's [Women in Leadership – Mentoring + Development](#) one-pager for more information on the program.

HOW TO APPLY:

Interested candidates should submit narrative responses to the following:

1. How does this program fit into your long-term development plan?

2. Describe your interest in WEI's mentoring program.
3. What do you hope to get out of your experience in this program?

How You Will Be Evaluated:

A panel of subject matter experts (SMEs) will anonymously evaluate each candidate based on the quality of the narrative responses submitted.

The Chief Culture Officer will select one candidate. BPA's selection is anticipated in September 2023. If selected, you will be asked to complete the WEI [Mentee Application](#).

The WEI will make the final selection in October 2023. If WEI selects you; you must complete the BPA External Training Request form.

Candidate Application Package Checklist:

- Expression of Interest, containing a narrative response for each question, no longer than one page for each question.
- Completed and signed Supervisory Acknowledgement Statement (last page – Page 4)

How to Submit Your Application:

Email your narrative responses and completed Supervisory Acknowledgement Statement to Culture Office culture@bpa.gov by 11:59 p.m. Pacific Daylight Time, Monday, August 28, 2023.



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Supervisory Acknowledgement
TRAINING ANNOUNCEMENT

I acknowledge that _____ has submitted an application for consideration for this training opportunity.

I understand that this interest announcement requires my pre-approval, and I approve this training for this applicant as part of their Individual Development Plan (IDP).

I understand that, if selected, the applicant must attend all scheduled sessions of the Western Energy Institute (WEI) 2023 Women in Leadership – Mentoring & Development Program.

I understand that, if selected, I am responsible to fund all travel, lodging and per diem expenses connected to this training for this applicant.

The Chief Culture Office - Leadership Development budget will fund all tuition (\$1,499).

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____ Routing: _____