

Mentoring Program 4-Year Plan (including Sample 4-Year Plan)

The 4 Year Plan - Explained

What is it for?

The plan is for all trainee engineers and geoscientists. It is voluntary, and is recommended as a career planning tool.

Who prepares it?

The trainee prepares his or her own plan, and may ask for advice in its preparation, which a mentor can provide. Once the Plan is prepared in draft form, and details the trainee's desires, the trainee should discuss it with their employer/supervisor. This will test the reasonableness and applicability of the Plan with respect to the trainee's workplace. We expect that the employer will require many alterations to ensure that it meets the requirements of the company or the trainee. Training should not be expensive, time consuming or detract from the trainees responsibilities.

How is it prepared?

The blank plan that we issue was created by taking the headings and sub-headings of Satisfactory Engineering Experience from the Association's Program Guide for Engineers and Geoscientists.

Knowing that categories of experience are to be reviewed by the Association, the trainee should ensure that they have a clear understanding of their employer's expectations with respect to the following:

What are they responsible for?

What are they accountable for?

What is the kind of work they will be doing for the next 12 months - specific tasks if possible?

What is the company structure, and where do they fit in?

If all goes according to plan, and the trainee performs in a satisfactory manner, what position(s) does their supervisor believe it would be reasonable for the trainee to aspire to in the next 4 years?

What are the responsibilities, accountabilities and probable duties of these positions?

With a clear understanding of the above, the trainee should now identify periods of time that will be spent in each category of experience in order to complete the tasks identified as a part of their present job. This should be carried out in the first year. The following years should also be completed but attention should be paid to the planned career progression and duties of identified positions. The acceptable amount of time to spend on each "sub-heading" is not yet defined - the mentor should be able to help prepare a suitable plan, and the Association could be asked to comment.

What are the benefits?

Through on the job training, a company can ensure that employees are getting good training at minimal cost. A company can ensure that the trainee's expectations are in line with the company's. Trainees can organize their progress towards professional registration. By discussing and detailing duties, responsibilities, accountability and company structure, the trainee will be better able to perform for the company. A mentor knows the trainee's company needs, and can keep the meetings focused in this direction. Targets are set, and progress monitored - giving incentive to all.

How can we predict the future?

By establishing company structure, position descriptions and a reasonable career progression path, the trainee will have demonstrated that he or she has thought through and documented a reasonable plan that includes all the requirements of the Association. As they progress towards this end, it is very likely that changes will have to be made. Such changes will be due to urgent company requirements, special projects, unforeseen difficulties, lack of available positions, and so forth. By having a plan, the effect of these changes on the trainee can be controlled and mitigated.