



# SEAOSC MENTORSHIP PROGRAM

**Mentor Training**

March 26, 2024



*Presented by the SEAOSC Mentorship Committee*

“Every great achiever is inspired  
by a great mentor.”  
-Lailah Gifty Akita

# AGENDA

Program Overview and Structure

Role of the Mentor

Resources

# MENTORSHIP COMMITTEE



**Araceli Abanilla (Co-Chair)**  
**Hannah Valentine**  
**Edgar Plazola**  
**Matt Mester**  
**Yuanzheng (John) Liu**



**Minye Pak (Co-Chair)**  
**Yassira Joseph**  
**Kimberly Carden**  
**Claudia Zapata-Kraft**  
**Alex Daddow**





# PROGRAM STRUCTURE

## Mentors would be matched based on 3 levels of experience

- Established Member: 25+ years
- Mid-level Member: on average 10-15 years
- Emerging Members: less than 10 years

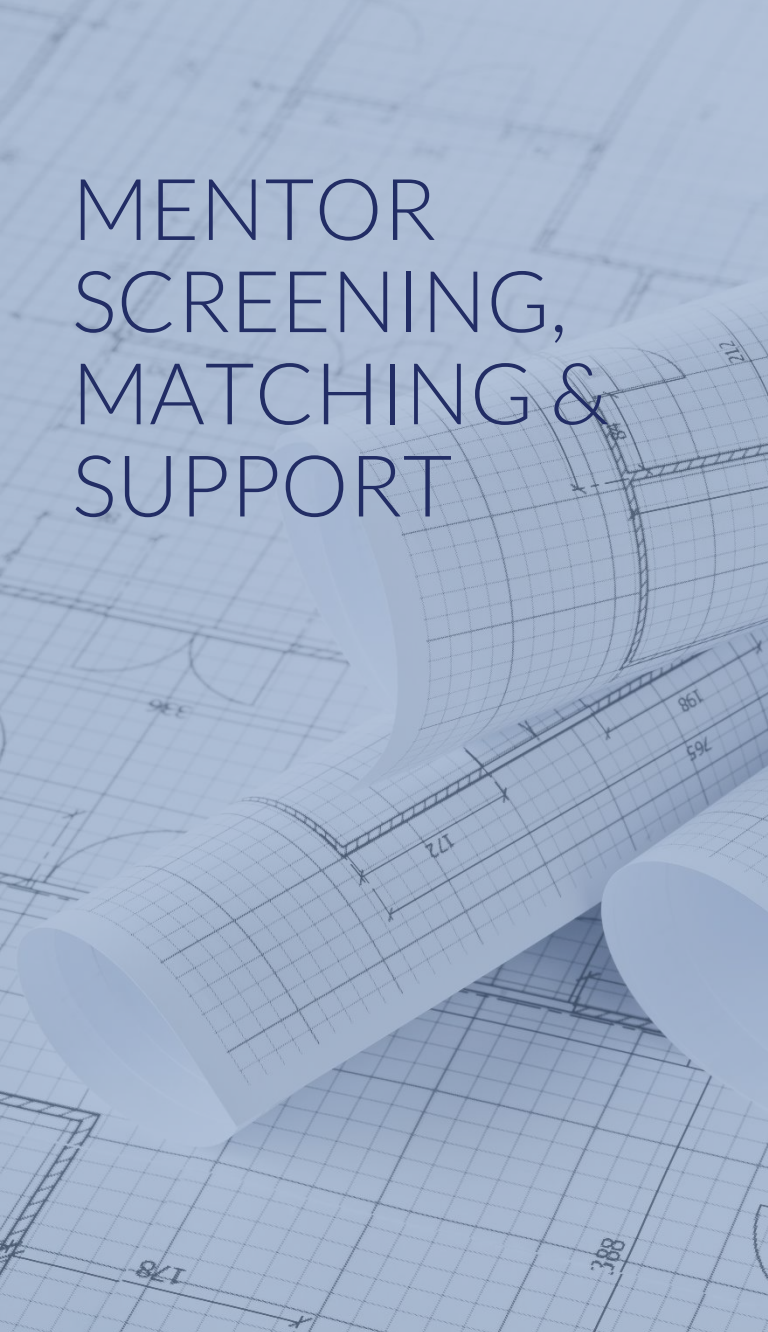
**Meeting Frequency:** monthly

**Meeting Time:** 60 to 90 minutes

**Duration of Program:** 12 months

## Mentorship Program Format

- One-on-One Mentoring
  - The benefits of one-on-one allows for a deeper connection between two people, the ability to talk about more personal issues, and a chance to build a lasting relationship that continues beyond the structured format of the program.



# MENTOR SCREENING, MATCHING & SUPPORT

**Program will be overseen by Program Coordinators - members of the SEAOSC Mentorship Committee**

## **Role of Program Coordinators**

- All mentors and mentees will submit survey applications (completed)
- Review requests from mentors and mentees (in progress)
- Create and maintain resources

## **Support**

- Monthly check-ins with mentors for first 3 months to receive feedback on the match
- Quarterly Group Mentor Check-ins
- Provide support for any issues or challenges that arise
- Provide meeting support to both mentors and mentees

# PROGRAM TIMELINE

## •••▶ MARCH

- Mentor/Mentee Training
- Mentorship Program Kick-Off

## •••▶ AUGUST - OCTOBER

- Monthly meet-ups with mentee
- Program coordinator check with mentor and mentee
- Mentorship program 6th month check-in with mentor and mentee

## •••▶ MARCH

- Mentorship program annual event / matching of new participants
- Rematching as needed for new current participants
- Exit survey or calls with those not continuing

## •••▶ APRIL - JULY

- Monthly meet-ups with mentee
- Program coordinator check with mentor and mentee

## •••▶ NOVEMBER - FEBRUARY

- Monthly meet-ups with mentee
- Program coordinator check with mentor and mentee





# FIRST SESSION GOAL SETTING

## Discussion questions / prompts:

1

What do you generally hope to get from this mentorship program?

2

What's your preference on meeting location and frequency?

3

Exchange contact information and preferences. Consider multiple communication channels (text, email, chat)

4

Start talking about goal formulation

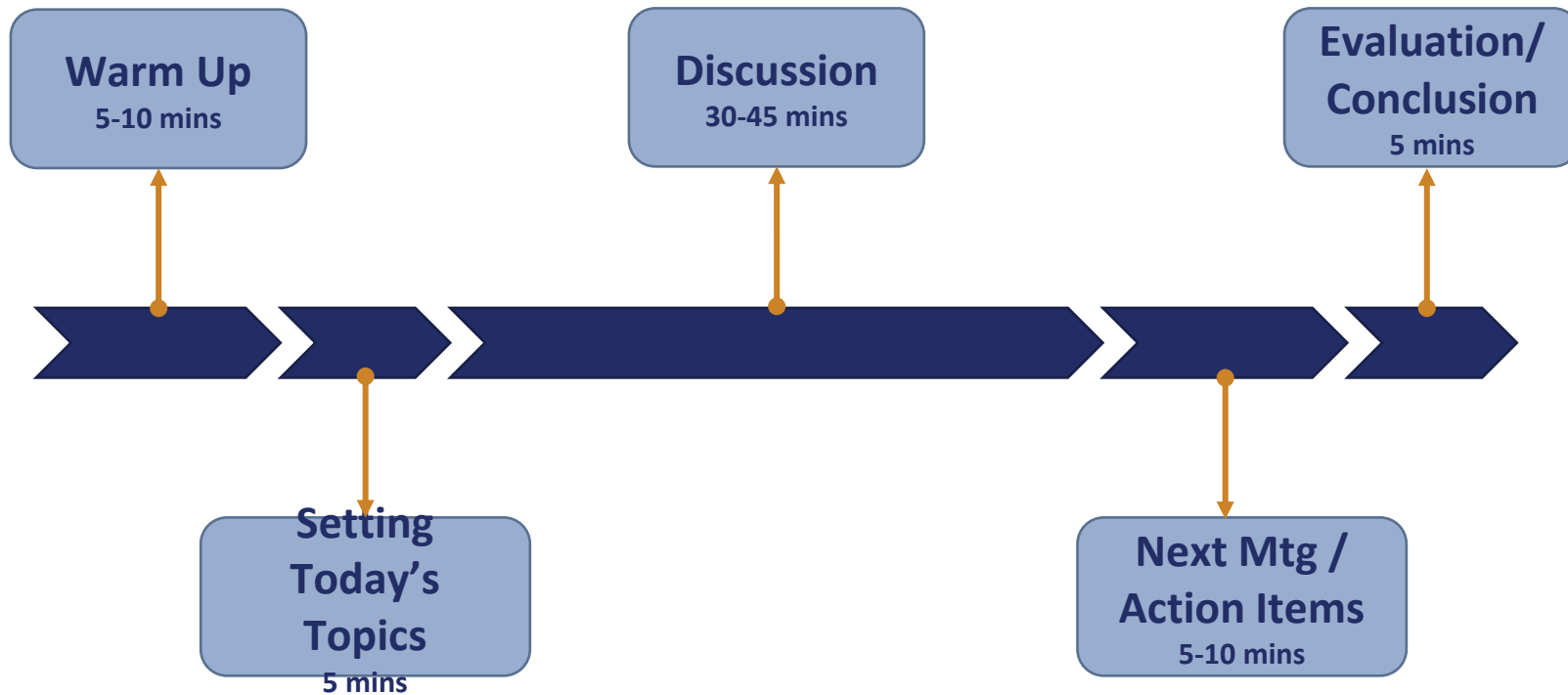




# MENTOR SESSION TIMELINE

- 1 Week Before- Ask mentee to propose meeting topic
- 3 to 7 Days Before- Prep for meeting topic
  - Listen to a podcast, read a book, etc.
  - Review mentee pre-session form (if completed)
  - Review topic guide (if applicable)
- Day Before - Confirm meeting time and location with mentee
- Beginning of Session- Follow up on action items from previous session
- End of Session- Plan next meeting (Consider holding a mentorship session at a SEAOSC event)

# MENTORSHIP SESSION MEETING MAP





# BENEFITS TO BEING A SEAOSC MENTOR

- Supporting the future of the profession
- Satisfaction from giving back and a deeper appreciation for the value you have to offer
- Practical ideas on how to be a better manager
- Gain new perspectives & insight
- Form authentic relationships and community
- Incentives & discounts to attend SEAOSC events



# ROLE OF THE MENTOR

- Provide guidance, advice, and feedback
- Act as a sounding board for ideas and action plans
- Offer encouragement and support
- Connect mentee with others in the community
- Attend relevant training and meetings

# COACHING VS MENTORING

COACHING	MENTORING
<ul style="list-style-type: none"><li>• Measures performance</li></ul>	<ul style="list-style-type: none"><li>• Doesn't measure performance</li></ul>
<ul style="list-style-type: none"><li>• Coach drives the relationship</li></ul>	<ul style="list-style-type: none"><li>• Mentee drives the relationship</li></ul>
<ul style="list-style-type: none"><li>• Coaching can be standardized</li></ul>	<ul style="list-style-type: none"><li>• Mentoring is personalized</li></ul>



# MENTORS DOS AND DON'TS

## DO'S

- Focus on action strategies to handle challenges.
- Share your experience
- Guide the mentee(s) explore potential solutions, opportunities, and possibilities
- Empower the mentee to handle his/her problems independently
- Point the mentee in the right direction

## DON'TS

- Fix problems for the mentee.
- Tell the mentee what to do
- Don't think for them
- Talk more than you listen.
- Discredit their goals and ambitions





# MENTORING SESSION ETIQUETTE

- Be committed to the program year
- Be on time
- Prepare for the meeting
- Be present
- Maintain confidentiality
- Be in communication and consider multiple channels (text, email, chat)



# BEST PRACTICES

- Agree on expectations and define boundaries
- Be flexible
- Develop mutual trust and respect
- Give honest feedback
- Ask powerful and open questions
- Ask permission during the session



# GIVING FEEDBACK



- Deliver it as soon as possible
- Be encouraging and supportive
- Make sure you are clear on the issues and the effects
- Be open to receiving feedback
- Never be angry or belittling
- If you need to give negative or constructive feedback, do it in person

# ASKING POWERFUL QUESTIONS

- Keep your question simple
- Pause
- Prompt the mentee
- Remember that there are no wrong answers
- Use the right type of questions



# ASKING PERMISSION

- Demonstrates respect. - *“Can I share...?”*
- Builds rapport. - *“Can we spend some time brainstorming...?”*
- Minimizes assumptions. - *“Would you like to...?”*
- Frames the situation. - *“It sounds like.... Can we explore...?”*
- Creates trust and cooperation. - *“I’d like to.... Is that okay with you?”*
- Gives a clear indication of where the conversation is going. - *“Can I take a moment to run through what you just said?”*

# LISTENING TECHNIQUES

- Show genuine interest
- Minimize distractions
- Be patient and not interrupt
- Keep up with the speaker's flow of ideas
- Provide clear feedback to show that he/she is listening
- Identify the central issues
- Avoid evaluation until the whole story has been stated
- Take notes to provide a memory aid
- Analyze and reflect back on what has been said
- Summarize key points at the end of the conversation
- Notice vocal factors: it's not what is said, but how it is said
- Maintain eye contact to indicate receptivity and friendliness
- Be aware of facial expressions
- Maintain an open position with arms and legs uncrossed
- Minimize moving around too much and fiddling with objects
- Allow pauses and time for reflection





# CHALLENGING & SENSITIVE ISSUES

- Create a safe space
- Ask permission
- Understand the issue/educate yourself
- Determine...
  - What is the problem or issue?
  - How frequently does the problem occur?
  - Have previous attempts been made to try to solve the problem?  
If so, what happened?
  - Do others appear to have the same problem?
  - What actions or strategies have been successful in the past?  
What didn't work?
  - Will it require professional guidance?
- Contact the program coordinators for resources

# Sample Forms

## Initial Mentor-Mentee Intake Form

### Meeting schedule

Jointly agreed-upon meeting dates and times: \_\_\_\_\_

### Communication channels

What will be the primary communication channels (e.g. email, phone)? \_\_\_\_\_

### Turnaround time for communications

(ideally two business days): \_\_\_\_\_

### Summary of expectations:

- Mentee and mentor agree to meet at least once a month for \_\_\_\_\_ months.
- Mentee and mentor agree to provide \_\_\_\_\_ (Mentoring Programme Coordinator) with written feedback after each contact.
- Mentee and mentor will provide a final evaluation of the relationship at the end of the formal programme.
- Confidentiality: Both parties agree to keep the content confidential unless one person is at risk, when this will be shared with the Mentoring Programme Coordinator or Human Resources as soon as possible.

### MENTEE'S GOALS

The mentee should establish with the mentor at least three professional development or personal growth goals. **Goals should be specific, measurable, attainable and relevant and should include a time frame.**

GOAL #1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL #2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GOAL #3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sample Forms



## Topic Guide



### SEAOSC Mentorship Program Topic Guide

**APRIL-** Identifying Your Career Path

**MAY-** Navigating Your Career Path

**JUNE-** Management in the Workplace

**JULY-** Business Development

**AUGUST-** Navigating Interpersonal Challenges

**SEPTEMBER-** Adding to Your Technical Toolbox

**OCTOBER-** Balancing Work and Life

**NOVEMBER-** Belonging in the Workplace

**DECEMBER-** Implementing Time Management

**JANUARY-** Reflection

**FEBRUARY-** Mentor & Mentee choice

**Month: July**

**Meeting Date:**

**Suggested Theme: Business Development**

*Effective business development professionals leverage market insights, cultivate strong relationships, and devise innovative strategies to drive sustainable growth and add value to their practice.*

**Discussion Topics**

- With whom should I develop business relationships to achieve my current career goals?
- How do I begin networking and maintaining business relationships?
- How do I follow up with a new contact after a networking event?
- How can I grow a client base for my practice?
- How can I leverage my network for career growth?

**Discussion Aides**

- BOOK
- PODCAST- "Seven Strategies for Networking and Building Relationships as an Engineer" by The Engineering Career Coach Podcast
- ARTICLE- "Five Questions to Identify Key Stakeholders" by the Harvard Business Review

**Meeting Checklist**

- Discuss best practices for business development
- Identify an upcoming opportunity for networking to attend together
- Review the suggested theme for next month

# Sample Forms

## Mentee Pre-Session Form (Optional)

Overview of achievements and completion of assigned tasks (brief description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overview of the goals set in the previous session and the current situation (where I am on the path towards achieving the goal): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Barriers faced during the process and potential ways to overcome them: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals for the next session: what do I want to achieve at the next meeting with my mentor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details for the next meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date and time: \_\_\_\_\_ Location: \_\_\_\_\_



# Sample Forms

## Mentor Session Outcome Form (Optional)

### Session outcomes form

Mentor's name: \_\_\_\_\_

Mentee's name: \_\_\_\_\_

Meeting date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting's main working topics: \_\_\_\_\_

\_\_\_\_\_

Mentee's achievements towards the goal: \_\_\_\_\_

\_\_\_\_\_

What is going well? \_\_\_\_\_

\_\_\_\_\_

What is the problem? What is the reason for the problem? \_\_\_\_\_

\_\_\_\_\_

What kind of help can I offer my mentee to address the problem? \_\_\_\_\_

\_\_\_\_\_

What attitudes or feelings need to be changed to overcome the problem facing my mentee? \_\_\_\_\_

\_\_\_\_\_

Agreed date/time for the next session: \_\_\_\_\_

Main topics and agenda for the next session: \_\_\_\_\_

\_\_\_\_\_

Insights from today's session: \_\_\_\_\_

\_\_\_\_\_

# QUESTIONS / CLOSING

For any questions, please email:  
[SEAOSC@SEAOSC.ORG](mailto:SEAOSC@SEAOSC.ORG)

Or visit the Mentorship Program page at:  
[https://www.seaosc.org/mentorship-  
program/](https://www.seaosc.org/mentorship-program/)

THANK YOU!

