



SEAOSC Mentorship Program

Mentee Training

March 27, 2024



Presented by the SEAOSC Mentorship Committee

MENTORSHIP COMMITTEE

- ▶ **Araceli Abanilla (Co-Chair)**
 - Matt Mester**
 - Edgar Plazola**
 - Hannah Valentine**
 - Yuanzheng (John) Liu**
- ▶ **Minye Pak (Co-Chair)**
 - Yassira Joseph**
 - Kimberly Carden**
 - Claudia Zapata-Kraft**
 - Alex Daddow**



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

AGENDA

Program Overview and Structure

Mentorship Sessions

Making the Most of the Relationship

Resources

PROGRAM TIMELINE

•••▶ MARCH

- Mentor/Mentee Training
- Mentorship Program Kick-Off

•••▶ APRIL - JULY

- 1st meeting with Mentor
- Monthly meet-ups with mentor
- Program coordinator check with mentor and mentee (as needed)

•••▶ AUGUST - OCTOBER

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

•••▶ NOVEMBER - FEBRUARY (next

- year)
- Monthly meet-ups with mentor
- Program coordinator check with mentor and mentee (as needed)

•••▶ MARCH (next year)

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





PROGRAM STRUCTURE

Mentees will be matched with Mentors 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.



MENTORSHIP SCREENING, MATCHING & SUPPORT

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

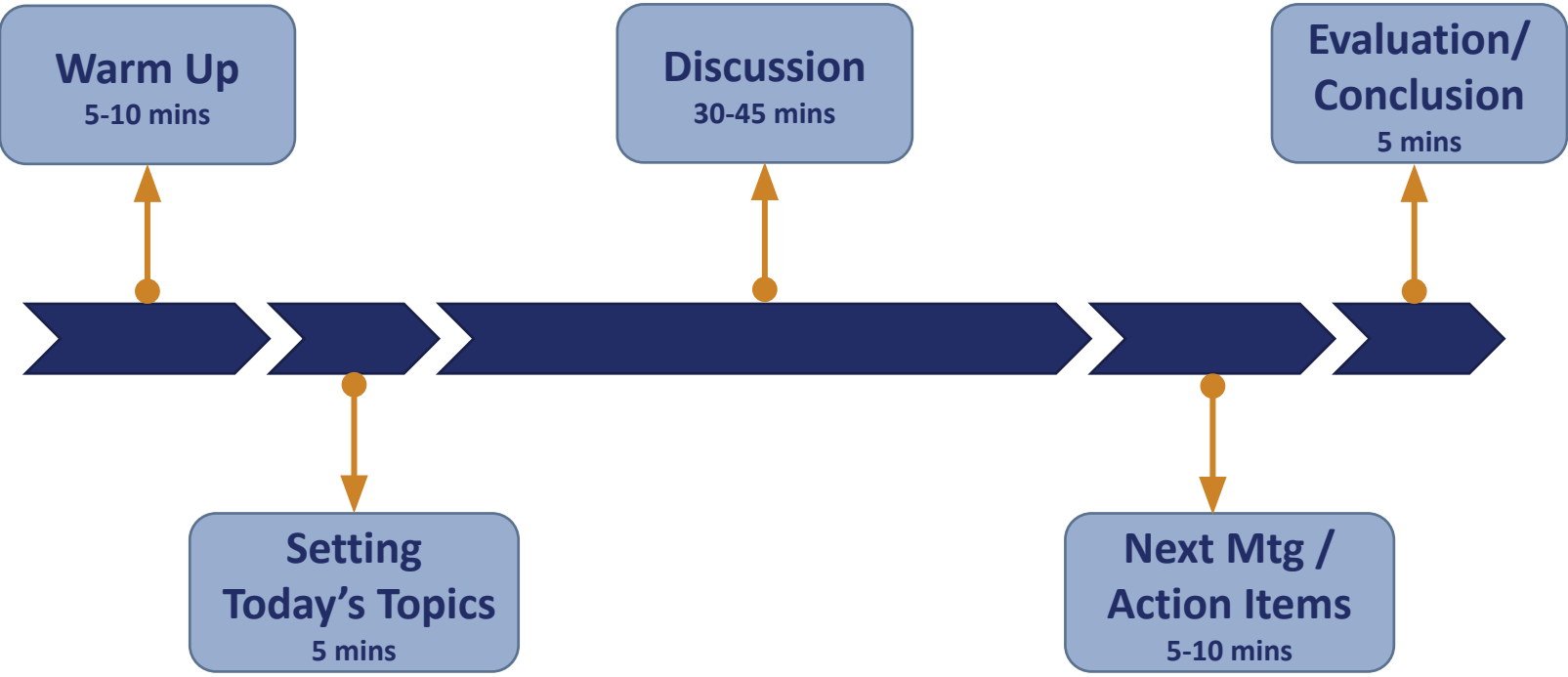
Role of Program Coordinators

- 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
- 6th Month Mentor-Mentee Group Check-ins
- Provide support for any issues or challenges that arise

MENTORSHIP SESSION MEETING MAP





MENTEE SESSION STEPS

- 1 Week Before - Prepare meeting topics
- 3 to 7 Days Before- Reach out to Mentor to let them know what you would like to discuss
 - Prepare pre-session form (option)
 - Choose topic guide (option)
- Day Before - Confirm meeting time and location with mentor
- Beginning of Session- Give an update/ refresher on action items for previous session
- End of Session- Plan next meeting (Consider holding a mentorship session at a SEAOSC event)



FIRST SESSION GOAL SETTING

4 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



MENTORING SESSION ETIQUETTE

- Be on time
- Prepare for the meeting
- Be present
- Maintain confidentiality
- Take notes
- Summarize actions

MAKING THE MOST OF THIS RELATIONSHIP

PURPOSE



MISSION STATEMENT

Why am I here?



Why are you here?



MAKING THE
MOST OF THIS
RELATIONSHIP

CORE OF THE RELATIONSHIP

YOU



A successful mentorship requires a proactive and thoughtful mentee who is committed to self-improvement and learning.

You are the driver of this relationship.

MAKING THE MOST OF THIS RELATIONSHIP

TOOLS and BEST PRACTICES FOR MENTEES

- ▶ **Trust that your mentors has your best interest at heart**
- ▶ **Help them help you**
- ▶ **Reach out regularly and follow up**
- ▶ **Use curiosity to approach this relationship**
- ▶ **Be respectful of your mentor's time that they had set aside for you**
- ▶ **Consider multiple communication channels (text, email, chat)**
- ▶ **Plan to meet and hold a mentorship session at a SEAOSC event**
- ▶ **We (the mentors, the Committee and SEAOSC) are here for you**



Resources

Mentee Handbook



Mentorship Program **Mentee Handbook**

(<https://www.seaosc.org/mentorship-program-mentee>)

- Introduction to Mentorship Program
- Program Timeline
- Characteristics of a Good Mentee
- Mentorship Session Preparation
- Structure of a Mentoring Session
- Sample Questions for Mentees
- Additional Resources: Tips for Mentees

Sample Forms

Mentorship Agreement Form



Mentorship Program

(<https://www.seaosc.org/mentorship-program-mentee>)

MENTORSHIP AGREEMENT

PARTIES' DETAILS

Mentor _____ Mentee _____

Job title _____ Job title _____

Contact number _____ Contact number _____

The mentor and mentee are encouraged to share additional contact information as needed.

MENTEE'S MISSION STATEMENT:

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 _____

GOAL #4 _____

CONTACT ARRANGEMENT

The duration of the formal mentoring programme is months. Mentors are encouraged to continue the relationship on a voluntary basis. Contact with the mentee may be in person or by telephone during working hours. The mentor/mentee should allow enough time to discuss goals as well as questions from the mentee concerning his/her professional and/or personal development.

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) _____

Confidentiality: Both parties agree to keep the content confidential unless one person is at risk, when this will be shared with the Mentoring Program Coordinator as soon as possible.

Sample Forms

Mentee Pre-Session Form (Optional)



Mentorship Program

(<https://www.seaosc.org/mentorship-program-mentee>)

MENTEE PRE-SESSION FORM

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

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

(<https://www.seaosc.org/mentorship-program-mentee>)

Month: July Meeting Date:
Suggested Theme: Business Development <i>Effective business development professionals leverage market insights, cultivate strong relationships, and devise innovative strategies to drive sustainable growth and add value to their practice.</i>
Discussion Topics <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> <input type="checkbox"/> Discuss best practices for business development <input type="checkbox"/> Identify an upcoming opportunity for networking to attend together <input type="checkbox"/> Review the suggested theme for next month

QUESTIONS / CLOSING

For any questions, please email:
SEAOSC@SEAOSC.ORG

Or visit the Mentorship Program page at:
<https://www.seaosc.org/mentorship-program/>

REACH OUT TO US:
SEAOSC@SEAOSC.ORG

MENTORSHIP COMMITTEE

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|------|------------------------------------|------|-----------------------------|
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THANK YOU!

