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## Tall Ships America Mentorship Program: Licensing

1. Why a Mentorship Program?
2. How does this work?
3. Am I Eligible?
4. Suggested Guidelines for Mentor/Mentee Meetings
5. Program Results and the Next Step – Evaluation Form

### 1. Why a Mentorship Program?

The mentorship program helps Tall Ships America members as they navigate the requirements needed for an original license, to renew for the first time, upgrade their license, or apply for a medical certificate.

Acting as a guide to the real world, mentors have the opportunity to encourage and advise mentees by sharing their own experiences and knowledge of the maritime industry. This creates a culture of continuous learning, individual development and knowledge transfer.

### 2. How does this work?

The Tall Ships America Mentorship program is a three to four month long professional development opportunity for individuals. In this inaugural year, mentees are paired with mentors who they feel is a best fit for them and will help guide them through the licensing process and testing.

#### *Section I: Time Commitment*

Mentors and mentees will meet once a month for 1 hour, either virtually or face to face, and report back to the oversight committee. Mentees and Mentors are expected to spend at least one hour per month meeting with one another via in person, phone call, or video meetings such as zoom.

We will have an all-hands meetings (one for the mentors and one for the mentees) at the two month mark to check in, share successes, and discuss challenges.



## *Section II: How Mentors and Mentees are paired*

Mentees who wish to participate in the Tall Ships America Mentorship program must start by submitting a resume and completing a survey. After submitting this information, the Mentorship Program Managers will review the applicant's materials and send it to the mentors who they think may be a good fit for the Mentee. Mentors will then decide if they want to take on the mentorship of the new mentee. A list and overview of mentors who agree to the potential mentorship of this mentee will then be sent to the applicant. Mentees will then select the mentor that they wish to work with. Once the mentor is selected, then a member of the Mentorship Program will introduce the mentee and mentor via email and the three to four month mentorship program will begin.

## *Section III: Who will oversee this program?*

A team of 2-5 volunteer Mentorship Program Managers will be overseeing the mentorship program. These individuals will be responsible for the pairing of mentees and mentors, overseeing the relationship between mentees and mentors, and reviewing post meeting reflection notes.

### **3. Am I Eligible?**

Mentee:

Must be a current member of Tall Ships America

Must be pursuing a license, renewal, upgrade, or medical certificate

Mentor:

Must be a current member of Tall Ships America or work for a member organization

Must actively participate in professional events (annual conference, regional meetings, webinars)

Five years or more professional experience

### **4. Suggested Guidelines for Mentor/Mentee Meetings**

#### *1st Meeting Checklist - Get to Know Each Other*

- Share information about your professional and personal life
- Learn something new about your protégé/mentor
- Exchange contact information

#### *Establish Guidelines*

- When/how often will we meet face to face (minimum of once a month)
- Where will we meet?
- How will we schedule meetings?
- How often will we communicate between meetings (e.g., twice a month)
- What agenda format will we use?
- How will we exchange feedback?
- How will we measure success?
- Determine if there are any specific activities that might be beneficial to explore
- Review goals for the mentoring relationship

#### *Confirm Next Steps*

- Schedule date, time, and place of future meeting

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**5. Program Results & the Next Step [Evaluation Form]**

1. How well matched were you and your partner? Please explain. (1 = not well matched at all, 5 = extremely well matched)
  
2. How have you met your goals?
  
3. Have you modified your goals and, if so, how?
  
4. Were there any other program outcomes?
  
5. What was the most valuable experience for you in the Mentorship Program? (1 = not satisfied, 5 = very satisfied)
  
6. How satisfied are you with the program? (1 = not satisfied, 5 = very satisfied)
  
7. What worked well?
  
8. Identify suggestions/ recommendations for future programming changes.
  
9. Would you recommend the program to other Tall Ships America members?

*Both mentors and mentees submit this form to the Mentorship Committee at end of three months.*