



Transportation Club of Seattle

MENTORSHIP PROGRAM GUIDE

The Transportation Club of Seattle's Mentorship Program has been developed to match the significant amount of logistics industry skills and experience of our membership to young people just starting out – or about to – in our field. Mentees receive personal help and guidance in planning their career path, and mentors in turn get to coach young people who may become their best and brightest employees.

Each mentor/mentee partnership is asked to commit a minimum of two to four hours per month for a year. They can arrange meetings in whatever form works best for the pair (by phone, in person, Zoom meeting etc.) and on their schedule. Mentors will be matched with mentees based on profiles – i.e. pairing someone looking to enter a specific area within the logistics industry to someone already working in that area. However, mentors are encouraged to bring their contacts into conversations as might be helpful to a particular area the mentee is working on or issue they are dealing with.

Mentees will be given a free student membership to the Transportation Club of Seattle for the year of their participation in the Mentorship Program, and expected to join club events when their schedules allow. They are also encouraged to volunteer to help with various Club programs, supporting the club and in turn gaining additional experience for their resumes and expanding their network of contacts.

A Mentorship Program Committee member will check in with both the mentor & mentee regularly to make sure everything is going well and see if anything further is needed from the Club to support the pair. Mentor/mentee pairs will be profiled in Club members-only communications (unless both agree to having their profiles published on our website and social media as well). At the end of the program year, the committee will ask for feedback from mentor/mentee pairs on goals achieved and any suggestions on how to improve the program for future.

Overall Recommendations for the Program

The overall purpose of this roadmap is to provide guidance to the mentors during their 9 -12 months mentorship program. These guiding principles are optional. It is at the discretion of the mentors and the mentees to determine which activities (listed in the roadmap or not) should be completed within the program timeframe. Before the introductory call, both mentors and mentees that participate in the TCS Mentorship Program should read over and *consider* the expectations below, which will help facilitate a productive mentor/mentee relationship:

The Mentee should lead the mentor/mentee relationship with respect to goals and should:

- Have a clear understanding of why you want to be mentored
- Be responsible for follow up
- Come prepared with specific goals or areas of interest to discuss (examples of potential goals, areas of interest, skills, etc. provided in Action Plan)
- Complete any pre-work and prepare for calls
- Participate in training and check-in calls
- Be open to feedback
- Maintain confidentiality
- Take responsibility at the end of each call to schedule the next call
- Be capable of saying if the relationship is working or not

The Mentor should be the “caretaker” of the mentor/mentee relationship and should:

- Provide a structured background/framework to help mentee perspective (i.e., provide suggestions for goals, skill development, activities, etc.)
- Advise - don't dictate
- Be accessible and responsive
- Fulfill the minimum time commitment agreed upon by both parties
- Maintain confidentiality
- Be honest and provide candid feedback
- Check-in on the mentee periodically (especially if there has been no recent contact from mentee)



HIGHLINE
COLLEGE

TCS Mentorship Program Roadmap

Meetings

Within 2 weeks of being matched: Mentor will make initial contact with Mentee to schedule initial meeting.

- Mentor will keep track of the meeting roadmap; Mentee will take notes/record of meeting discussion.
- There should be a total of at least 6 meetings over the course of the 9-12-month mentorship program.



1st meeting

MEETING TOPIC: Mentors and Mentees will introduce themselves, discuss profiles and work experiences, current job responsibilities, etc.

EXAMPLE OF MENTOR'S QUESTIONS FOR INITIAL MEETING:

1. What is important to you?
2. What is your background?
3. Which area have you practiced the most?
4. What areas of (insert mentees' areas of interests) would you like to develop?
5. What skills do you have with which you are confident?
6. How do you use these skills on the job?
7. Which skills do you desire to develop?
8. How can I help you develop these skills?
9. What attracted you to this program?
10. Six months from now, how would you like to have grown as a result of this mentoring relationship?
11. What have you accomplished, and what did you learn from that experience?
12. What influenced your career path so far both positively and negatively?
13. What one thing can I do to ensure a positive experience for you in this relationship?
14. What should I expect from you in this mentoring partnership?

MEETING CONCLUSION: At the end of 1st meeting, Mentee and Mentor should agree upon goals and expectations for mentoring partnership by the end of the 1st meeting. Next meeting should be scheduled at the end of the 1st meeting.



2nd Meeting

MEETING TOPIC: Mentors and Mentees will discuss draft IDP. Mentees will review short term and long-term goals discussed during 1st meeting. Mentee explains how they may achieve goals or ask for assistance in how to achieve goals. Mentors will provide feedback based on their experience and make recommendations.

OTHER SUGGESTED ACTIVITIES:

1. Mentor reviews mentees' resume and suggests areas in which the mentee may want to enhance their knowledge or skills.
2. Mentee may discuss long-term dream job position description.
3. Together, Mentor and Mentee to complete an Individual Development Plan (IDP)

MEETING CONCLUSION: At the end of the 2nd Meeting: Mentor and Mentee to schedule next meeting and plan any additional follow up needed to start working on IDP goals (i.e. sending reading materials, making introductions to new contacts, etc.)

Recommended Timing and Activities For Meetings 3-6:

<input type="checkbox"/>	3rd Meeting: <ul style="list-style-type: none"> Should be scheduled approximately 2-5 weeks after 2nd Meeting. Mentors and Mentees to schedule next meeting at the end of 3rd Meeting.
<input type="checkbox"/>	4th Meeting: <ul style="list-style-type: none"> Should be scheduled approximately 2-5 weeks after 3rd Meeting. Mentors and Mentees to schedule next meeting at the end of 4th Meeting.
<input type="checkbox"/>	5th Meeting: <ul style="list-style-type: none"> Should be scheduled approximately 2-5 weeks after 4th Meeting. Mentors and Mentees to schedule next meeting at the end of 5th Meeting.
<input type="checkbox"/>	6th Meeting: <ul style="list-style-type: none"> Should be scheduled approximately 2-5 weeks after 5th Meeting.

Additional Communication/Interactions:

In addition to 6 meetings, there should be 6 additional interactions. These other touch points can include calls, emails, texts, social media messages, etc. These do not have to be structured at any particular time within the above framework.

<input type="checkbox"/>	Communication/Interaction #1:
<input type="checkbox"/>	Communication/Interaction #2:
<input type="checkbox"/>	Communication/Interaction #3:
<input type="checkbox"/>	Communication/Interaction #4:
<input type="checkbox"/>	Communication/Interaction #5:
<input type="checkbox"/>	Communication/Interaction #6:

Activities and Topics to Discuss During Meetings:

Role Play Scenario: Mentor and Mentee to role play a scenario that Mentee may encounter in their career. Examples include: handling difficult investigators, invention intake, license negotiation (initial discussions, particular clauses, etc.)

- At the end of scenario, Mentor and Mentee to discuss how the scenario was handled, Mentor to give feedback to Mentee, both discuss alternative ways to handle scenario.

Journal Club/Case Studies: Mentor and Mentee to review relevant literature or case study that is relevant to Mentee's goals. Examples: agreement/licensing templates, recent patent law cases, AUTM discussion board topics, etc.

- Mentor to guide discussion. Mentee to ask questions. Mentor and Mentee to discuss related materials that may be of interest to Mentee to read in the future.

New Contact Meeting: Mentor to set up meeting with new point-of-contact that may be of value to mentee.

- Mentor to describe Mentee's personal or professional interests. Mentor to facilitate discussion.

Work Challenges: Mentor and Mentee to discuss current work-related challenges or problems the Mentee is experiencing.

- Mentee to send brief summary of challenge or problem to Mentor one week prior to meeting for Mentor to review situation. Mentor and Mentee to discuss ways to handle current challenge, prevent challenge in the future, etc.

Other Recommendations:

- Mentee to present recent accomplishment; Mentor gives feedback
- Mentor invites Mentee for conference call/meeting
- Discuss networking opportunities and strategies
- Mentor and Mentee to attend industry-related function (if in same geographic area)
- Discuss work/life balance and how to manage stress

Completing the Program

2-3 months before ending the program: Mentor and mentee will discuss the final deliverable. Options include a presentation on the mentee and mentor's time/journey together, a presentation of the mentee's planned career path, a report/journal on lessons learned or a detailed action plan for achieving goals

- Mentor will keep track of the meeting roadmap; Mentee will take notes/record of meeting discussion.

PRESENTATION SUGGESTIONS & OPTIONS

Presentation is an opportunity to share mentee's experience with mentor, sponsors, program coordinators and industry leaders.

- Give the presentation a shape -- make sure it has a clear beginning, middle and end.
- Involve the audience – mentee should consider what would engage them if they were sitting and listening to the presentation.
- Analyze what mentee liked about the experience.
- Describe problems mentee encountered; explain how they solved those problems.
- Comment on surprises.
- Comment on how the mentee's goals altered as mentorship relationship developed.
- Reflect on what mentee learned about the field or subject and what they learned about themselves.
- Provide illustrations; use visual materials to enhance the quality of the presentations.
- Discuss what mentee would do differently next time.
- Discuss how this experience affected mentee's future plans.
- Mentor should have time to speak and offer perspective and their thoughts on the experience
- Email completed presentation to program coordinator.

ACTION PLAN SUGGESTIONS & OPTIONS

PERSONAL ASSESSMENT AND IDENTIFY GOALS			
Where Am I Now?		Where Do I Want to Be Ideally? (No Time Limit) (LIST IN ORDER OF PRIORITY)	
1.		1.	
2.		2.	
3.		3.	
4.		4.	
		5.	
CREATE A PLAN BASED ON PRIORITIES			
Objectives <i>Identify competencies and/or areas to develop</i>		Action Steps <i>Define training needed, computer skills, professional support required</i>	Timeline <i>Set realistic timeline for completion</i>
1			
2			
3			