



The SSPI MA Mentoring Program provides an opportunity for professionals and students to engage in a mentoring relationship for career guidance, knowledge sharing, skills building, specific problem solving, or just a collegial sounding board

GUIDELINES FOR MENTEES AND MENTORS

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Welcome to the SSPI Mid-Atlantic Chapter Mentoring Program

Introduction

Thank you for your interest and participation in the fourth Annual SSPI Mid-Atlantic Chapter Mentoring Program. We are pleased to have you as a participant in this very important initiative.

Mentoring is an essential component of our Chapter's ambition to provide the best value to our student and professional members and to attract and grow the next generation of talent for the space and satellite industry.

Our mentors are seasoned professionals in the space and satellite industry.

Our mentees are individual students and young professionals under the age of 35.

Through our program, we look to expanding mentees' knowledge, skills and network in support of their future/current career in the space and satellite industry. Through mentee/mentor partnerships, we aim to generate personal development opportunities for students and facilitate mentoring partnerships with seasoned professionals in this area.

It is an important program that delivers participants numerous benefits and a sense of satisfaction. In helping both mentees and mentors to achieve a productive learning experience, we are providing the following guidance in support of your partnership. This guidance will assist you in reaching defined objectives, both the program and personal objectives; define participant roles; offer mentoring best practices; and inform you of the program structure.

Please take the time to read it carefully and consider your own style, approach and expectations throughout the mentoring process.

Program Objectives

- Drive a rich learning and development experience for both mentees and mentors.
- Expand individual students and young professionals' knowledge, skills and network in support of a career in the space and satellite industry.
- Power and improve how our industry attracts, retains and manages the next generation of talent.

Your Role as the MENTEE

As part of the program, mentees are students who are interested in expanding their knowledge, skills and network and are seeking guidance and support for making informed career choices. We also welcome young professionals who wish to empower with the skills they need to actualize their professional goals. It is required that each mentee is an SSPI MA Member, prior to registering for the program.

Benefits for a mentee include:

- Access to seasoned space/satellite professionals whose industry knowledge and experience will help guide your learning and progression
- Help to focus and set realistic career goals
- Provide an objective sounding board for discussing challenges and opportunities

- Provide a platform to seek advice based on professional experiences and to test new ideas

Before meeting with your mentor partner, think about what it is that you want to get out of this mentee/mentor relationship, as you will be responsible for driving the content of your future meetings. The below outline will assist you in gaining this type of knowledge or experience:

- What are the goals and objectives you plan to achieve by participating in the program?
- What would make it a successful session for you? How will you define success?
- What are the key issues you would like to discuss with your mentor?
- What are some of your past successes/experiences that motivate you to participate in this program?
- What key challenges have you faced in your environment and what outcomes would you like to achieve in addressing or overcoming these challenges?

Your Role as the MENTOR

As part of the program, mentors are skilled professionals/experts in the space and satellite industry willing to give time to help students to prepare for their careers and young professionals to gain insight into career paths, community and professional growth. Mentors will support their mentee partners by sharing their knowledge, expertise and experience. Mentors will help mentees manage their learning and progression relative to their future career development by offering support, advice and guidance along their journey. Mentors can be SSPI MA Board Members, individual members or corporate members.

The mentor will always encourage the mentee to own their learning, however, the overall responsibility for managing the partnership rests with both, the mentee and the mentor. It must be a collaborative partnership to ensure success.

Benefits for mentors include:

- Sharing industry experiences, knowledge and expertise with mentees
- Enhancing a mentee's development and professional skills
- Providing insight into addressing and overcoming challenges and issues in a professional business environment
- Making a broader contribution to the space and satellite industry by educating the next generation of potential leaders

The mentor is expected to provide guidance to the mentee. While the mentee is responsible for driving the content of their meetings, the mentor is expected to use their knowledge, expertise and experience in managing the structure and process within their meeting, such as:

- Meet with the mentee at agreed upon times and with regularity Conduct open discussions with your mentee to clarify their objectives
- Review the mentee's objectives to ensure expectations are clear and realistic
- Provide support, encouragement and guidance
- Offer advice on career seeking and development and giving honest and constructive feedback
- Act as a role model for the mentee

The Program Structure

Pairing Announcement

Based on the registration surveys, the Chapter will complete the mentor/mentee pairing process and will notify via email each pair.

Once the mentee/mentor partnership is confirmed by the Chapter, the mentor should be contacting its mentee partner as soon as possible to set up an initial introductory meeting.

One-on-One Kick Off Session

The Chapter will organize one-on-one kick off sessions following the mentee/mentor partnership confirmation, which will officially start your mentee/mentor partnership and will provide you the opportunity to get to know one another's personal and professional backgrounds, clarify your expectations and goals of this partnership, and establish a regular meeting schedule.

Continuation of the mentee/mentor partnership beyond this kick-off session shall be determined and agreed upon between the mentee/mentor.

Typical mentoring relationships involve weekly, biweekly or monthly meetings and last from 3 to 6 months.

Continuation of the Mentee/Mentor Partnership After the Kick-Off Session

Following the kick-off session, it is expected that the mentee/mentor will determine and agree on how they want to progress in their partnership. It is recommended that both mentee and mentor mutually agree on periodical meetings, either in person or online. Typical mentoring relationships involve weekly, biweekly or monthly meetings and last from 3 to 6 months.

It is important that both mentee and mentor track and record progress. It is also recommended that mentee/mentor review their agreed upon objectives every three months. This will give both parties a sense of progress and achievement, as well as provide the opportunity to change direction if required.

Tips for Successful Mentee Mentor Relationship

Setting Up Goals and Expectations

Mentee/mentor partners should determine the following about their partnership:

- How can you mutually benefit from this mentee/mentor partnership?
- What are your key objectives?
- What aspects will you focus on initially?
- What are the mentee's career ambitions?
- What are the mentee's current challenges?
- What are the mentee's development goals?

The mentee and mentor will need to be clear on expectations of each other and agree on how to work together to include the following administrative and professional elements:

- Confidentiality - keeping everything that is discussed confidential is fundamental in a mentoring partnership. It helps to build trust and encourages openness between both the

mentee and mentor. The only time that confidentiality can be broken is if anything comes to light in the discussions that might be considered illegal or harmful to others

- Agree on a mutually convenient venue for continuing the partnership
- Agree on how these future meetings will be facilitated, to include timing, location, agenda
- Agree on how progress will be reviewed/measured

Mentee/Mentor Meeting Structure

It is recommended that both mentee and mentor establish and agree on a meeting structure for their monthly meetings. The mentee sets the agenda, per the below suggested outline:

- Progress review: successes, developments and challenges since the last session
- Body of the meeting: the mentor will coach, add suggestions, give advice and share experiences they think are appropriate
- Summary of learning and actions: mentee summarizes their insights and actions that they will carry out before the next meeting
- Plan next meeting: when, where and focus/topics for the meeting

Between Meetings

The mentee may wish to keep a brief diary of daily events and topics for discussion – these can be very useful in forming the basis of the monthly discussion. This could include topics that are of most interest to them and those that have been challenging. This means each meeting can start on a positive note by reviewing the topics that have gone well, and both mentees and mentors can ensure the dialogue is grounded in actual, recent experience.

It is helpful for the mentee to communicate to their mentor in advance about the likely content/objective of the discussion, so that they can prepare in advance.

Ending of the Mentee/Mentor Partnership

If both mentee and mentor agree that their objectives have been met in less time (less than 3 months), it may make sense to end the partnership earlier. Whether you are a mentor or mentee you will need to be transparent about why you are ending the partnership for any reason. Both mentee and mentor have a responsibility for discussing this together, rather than letting the partnership simply dissolve. It is important to agree up front how you intend to deal with difficulties if they arise and ensure you end on a positive and supportive note.

Resources

We hope that you find these guidelines useful. More resources are available to you on the internet – such as <https://go.govloop.com/mentorships-matter.html>.

If you have any questions, please contact us at sspimidatlantic@sspi.org. We look forward to your active participation in the program.

Sincerely,

SSPI Mid-Atlantic Chapter

Mentorship Committee

SSPI-MA is committed to a collegial professional environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in [SSPI-MA's] activities in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment, based on actual or perceived age, race, color, religion, disability, marital or partnership status, pregnancy (including childbirth, breastfeeding, or related medical conditions), ancestry, national origin and citizenship, sex, gender, gender identity and expression, sexual orientation, military or veteran status, creed, genetic predisposition, carrier status or any other classification protected by federal, state or local law. SSPI-MA] will make reasonable efforts to ensure that its officers and members are familiar with this policy and aware that any complaint received will be investigated and resolved appropriately.