Project Leader & Technical Advisor Trainee Mentoring Guideline

TRAINEE: _____ **MENTOR:** _____

DATE: _____ **PROJECT:** _____

Trainee & Mentor: This form is intended to guide the mentoring process, help you set goals and expectations for one another and move you in the direction of leading a project on your own (with the WSL to support of course). For Project Leaders and Technical Advisors there is no set schedule or concrete list of tasks, every project is different. Flexibility is one of the most important skills you'll need to succeed and this form is *also* flexible.

Mentoring for PL & TA Trainees can look quite different than for Crew Leaders who are mentored *on* project. You may not always have an experienced mentor signed up for the same project so when you sign up for your first project you can speak to the WSL about being matched up with a mentor, or you can reach out to one of your instructors from the training.

Below you'll find a guide for the kinds of questions you might want to check-in with your mentor on. You can also *always* reach out to and talk to your WSL. WE ARE THERE TO SUPPORT & EMPOWER YOU!

At the beginning of any project, you'll want to meet with the WSL and maybe your mentor too if they're available and go through the Project Management Checklist to first determine which responsibilities you'll take on and agree on a timeline for completing them. The checklist has tabs for pre-project planning, project day and post-project debriefing make sure to go through them all.

Pre- project discussion

1. **How would you describe your leadership style? How can you support each other based on this?**

2. **How do each of you like to receive feedback?**

3. **What are your goals as a trainee/ as a mentor?**

4. How MUCH responsibility do you want to take on for this project? (Be *realistic* about your time and availability). How much support do you need?

5. Will your mentor be available during the project? What is your plan for leading or shadowing on project day?

Post- project discussion

1. What was your greatest success? What was your greatest challenge?

2. Were there any project responsibilities that you did not see/ understand after today?

3. Mentor- please provide any feedback on areas where trainee led today

4. Trainee- what are your goals for your next project? What do you need to move towards graduating?

5. Anything else you need to discuss with the WSL or other members of the project team?

6. Do you have any additional feedback and/or needs?

Remember to fill out the post-project survey as a leader, if you have additional feedback on your Mentor or Trainee experience, we are always open to that and there is space provided.