

WIA “Reach for the Stars” Mentoring Program

Expectations for Participants

Program Goals and Objectives

The goal of the WIA mentoring program is to add value to the WIA membership by establishing and supporting one-on-one mentor-protégé relationships between WIA members. The objective of this program is to offer WIA members the opportunity to enhance and develop their careers along desired paths. Experienced professionals will volunteer their support and encouragement to assist WIA members in achieving their career goals.

Program Structure

The program consists of different phases.

Phase I – Sign Up

- Mentors and protégés can sign up to participate in the program via the WIA website.
 - Definition of “Mentor”: A mentor is an experienced aerospace professional who has an interest in assisting other WIA members in achieving their professional goals.
 - Definition of “Protégé”: A protégé is a professional who has interest in achieving one or more career goals, and is looking for assistance through mentoring from a WIA member with professional experience.

Phase II - Matching

- WIA professional development committee matches mentor and protégé.
- WIA professional development committee “introduces” mentor and protégé by way of email.
- Mentor and protégé have an introductory conversation and decide if they are a good match. They report their decision to the WIA professional development committee.
- Mentor and protégé establish goals, and determine how to achieve them. They document the goals and the process of achieving them within the given timeframe. Mentor provides a copy of this document to the WIA professional development committee.

Phase III - Mentorship

- Mentor and protégé meet and communicate as often as they agree is necessary and work toward the achievement of their goals. **WIA encourages mentor-protégé pairs to plan to work together through the structured mentorship program for one year, unless goals are met sooner.**
- After 6 months (or sooner if desired), both mentor and protégé discuss the progress that has been achieved with regard to the established goals. The pair

- should modify goals as well as the path of achieving them as necessary. Protégé provides a progress update to the WIA professional development committee.
- After 1 year (or sooner if applicable), mentor and protégé decide if their goals have been achieved. If goals have not been achieved, mentor and protégé should discuss how goals could be achieved.

Phase IV - Evaluation

- After 1 year, both mentor and protégé evaluate the program and forward this evaluation to the WIA professional development committee.

Responsibilities of mentors and protégés

It is the responsibility of the mentor to

- Initiate contact with the protégé after a prospective match has been made.
- Provide the WIA professional development committee with a copy of the pair's goals and plans to achieve them.
- Provide guidance to the protégé in the achievement of the established goals.
 - **Depending on the established goals, WIA encourages mentors to invite protégés to accompany them at professional events when possible.**
 - **Depending on the established goals, WIA encourages mentors to provide advice to protégés who may be seeking jobs but does not expect mentors to help protégés find jobs.**
- Schedule and keep appointments with your protégé as agreed.
- Track progress on the goals.
- Send the WIA professional development committee an evaluation of the program after 1 year.
- Inform the WIA professional development committee of any conflicts that cannot be resolved.

It is the responsibility of the protégé to

- Follow through with the guidance provided by the mentor.
 - **Depending on the established goals, protégés may wish to seek job search advice from mentors but should not expect mentors to help them find jobs.**
- Inform the mentor of problems that might conflict with the guidelines the mentor provided.
- Schedule and keep appointments with your mentor as agreed.
- Send the WIA professional development committee a progress update after 6 months.
- Send the WIA professional development committee an evaluation of the program after 1 year.
- Inform the WIA professional development committee of any conflicts that cannot be resolved.