



MTS Young Professionals

Mentoring Program Process and Guidelines

Technical Note 01

REV	STATUS	DATE	DESCRIPTION	AUTHOR	CHECKED	APPROVED
0	Rev	29 Oct 2009	Final	TW/JR	HH	SF
D	Draft	22 June 09	Issued for comment	TW/JR	HH	SF
C	Draft	10 June 09	Issued for comment	TW/JR	-	-
B	Draft	27 May 09	Issued for comment	TW/JR	-	-
A	Draft	15 Feb 08	Issued for comment	TW	-	-
REV	STATUS	DATE	DESCRIPTION	AUTHOR	CHECKED	APPROVED

Executive Summary

This document sets out the mission, objectives and the process for the proposed oil and gas industry wide mentoring program for young professionals. This mentoring program is to draw upon the experience and networks of the greater Marine Technology Society (MTS) community.

The mission of the program is to provide a support network for the Young Professionals (YP) from MTS that can be called upon to provide career, personal guidance and direction through experience – “help bridge the gap”

The program is open to all industry professionals who have less than ten (10) years of relevant oil and gas industry experience.

The objectives of the mentoring program are:

- Provide independent advice on career progression
- Pass on non-technical lessons learned so we, as a collective industry, do not make repetitive mistakes
- Help set goals for YP
- Provide inspirational leadership to young professionals
- Help YP broaden networks
- Help provide focus and vehicles for YP internal goals and aspirations
- Provide non-technical tips and tricks to help YP achieve their goals

The mentoring program consists of the following nine (9) key steps. A road map of the process is provided in Appendix A.

- 1 Eligibility Criteria
- 2 Application
- 3 Application Review
- 4 Assign
- 5 Acceptance
- 6 Link
- 7 Learn
- 8 Liaise
- 9 Exit

The mentoring process is primarily conducted in Step 7 – Learn. The mentoring is expected to occur on a one on one basis, and is primarily driven by the predefined objectives and motives of the YP. The formal program has a duration of 6 months, during which time the YP Committee will periodically check up on the health of the relationship.

The Mentors will be invited to MTS YP pre-arranged Mentors Mixer Nights, so they can share their experiences with other YPs in a social setting.

Contents

1	Background	5
1.1	Young Professional Definition.....	5
1.2	Mission	5
1.3	Scope of Document.....	6
2	Objectives.....	7
3	Mentor Program Framework and Process.....	8
3.1	The Process	9
3.2	The Process	10
3.2.1	Step 4 – Assign	10
3.2.2	Step 5 – Acceptance.....	10
3.2.3	Step 6 – Link	10
3.2.4	Step 7 – Learn.....	11
3.2.5	Step 8 – Liaise.....	12
4	Program Guidelines.....	13
4.1	Mentors.....	13
4.2	Young Professionals	13
5	Application Process.....	14
5.1	Young Professional.....	14
5.2	Mentors.....	15
6	Roles and Responsibilities.....	16
6.1	MTS Houston.....	16
6.2	MTS YP Committee	16
6.3	The Mentor	16
6.4	The Young Professional.....	16

List Of Tables

Table 1: Mentor Program Summary of Key Steps..... 9

Nomenclature

MTS	Marine Technology Society
YP	Young Professional

1 Background

This document sets out the mission, objectives and the process for the proposed oil and gas industry wide mentoring program for young professionals. This mentoring program is to draw upon the experience and networks of the greater Marine Technology Society (MTS) community. This program will be known as the MTS Young Professionals (MTS YP) Mentoring Program and is open to all Young Professionals who are members of MTS.

1.1 Young Professional Definition

For the purpose of this document a Young Professional (YP) is:

1. An industry professional with less than ten (10) years relevant oil and gas industry experience.

Here it should be noted that all industry professionals are included, such as, but not limit to the following:

- Engineering
- Marketing
- Sales
- Construction
- Business development

1.2 Mission

The mission of the proposed mentoring program is outlined in the following:

“To provide a support network for the Young Professionals (YP) from MTS that can be called upon to provide career, personal guidance and direction through experience –“ help bridge the gap”

1.3 Scope of Document

The scope of this document will be centered upon the workings of the Mentor Program and is arranged in the following manner:

- Section 2 provides the objective of the program
- Section 3 sets out the mentor program process and framework
- Section 4 provides guidelines for the program (Do and Don'ts)
- Section 5 sets out the application process
- Section 6 sets out the role and responsibilities

Note: Application forms are provided at the rear of this document.

2 Objectives

The objectives of the mentoring program are summarized in the following points:

- Provide independent advice on career progression
- Pass on non-technical lessons learned so we, as a collective industry, do not make repetitive mistakes
- Help set goals for YP
- Provide inspirational leadership to young professionals
- Help YP broaden their networks
- Help provide focus and vehicles for YP internal goals and aspirations
- Provide non-technical tips and tricks to help YP achieve their goals

3 Mentor Program Framework and Process

This section sets out the mentor program framework. Here it should be noted that the program, at this stage, caters to two (2) broad categories, as follows:

1. Technical (engineering/construction)
2. Commercial (sales/marketing/BD)

It is anticipated that a third (3) category may be required (at a later stage). This category will be in the area of Finance / Corporate.

This document only focuses on the first two (2) categories, however, the information provided herein will be equally applicable to the Finance / Corporate category.

3.1 The Process

The program consists of nine (9) key steps that are summarized below. A road map of the process is provided in Appendix A.

Step	Title	Requirements/Comments	Responsibility
1	Eligibility Criteria	<ul style="list-style-type: none"> YP should become MTS members. YP should be an active participant (3 – 6mths). YP should have attended more than 2 MTS events. 	YP
2	Application	<ul style="list-style-type: none"> Complete and submit application form. Read and understand the do's and don'ts Understand and respect the limit of the program. 	YP
3	Application Review	<ul style="list-style-type: none"> YP Committee review submitted documentation. Screen applicant's motives. 	YP Committee
4	Assign	<ul style="list-style-type: none"> Based on the application and motives assign an appropriate mentor to the YP More than one mentor may be selected 	YP Committee
5	Acceptance	<ul style="list-style-type: none"> Mentor review assigned YP YP review assigned mentors Resolve any conflicts of interest which may arise (company enforced). May require re selection 	YP Committee YP Mentor
6	Link	<ul style="list-style-type: none"> Formally link mentor and YP Start the mentoring process. For agreed time period (6mths/12mths) 	YP Committee YP Mentor
7	Learn	<ul style="list-style-type: none"> YP to actively engage in the learning process through a series of appointments. Respect the Do and Don't. Respect the donated time of the mentor. 	YP Mentor
8	Liaise	<ul style="list-style-type: none"> YP committee liaises with both YP and mentor 4 times during the agreed time period to see how things are going. 	YP Committee
9	Exit	<ul style="list-style-type: none"> MTS involvement in program formally ceased. 	YP Committee

Table 1: Mentor Program Summary of Key Steps

3.2 The Steps

The bulk of the mentoring process takes place in steps 4, 5, 6, 7 and 8 outlined above. This section provides additional details on the working of each of these steps.

3.2.1 Step 4 – Assign

This step of the mentors program uses the information provided on the application to assign a YP to a mentor. The following key information will be used for the process:

1. Your application form
2. Your ladder of choice:
 - a. Technical
 - b. Commercial
3. For the YP, the objective and motive section of the application form will be used to determine your suitability to the program. Note: the Mentor will be made aware of these objectives and motives during the link process (see step 6).

3.2.2 Step 5 – Acceptance

This step of the mentors program is where the YP Committee and Mentor review the assigned YP and discuss the suitability of the match.

In some instances, re-assigning may be required due to personal constraints or company policies/conflicts of interest.

3.2.3 Step 6 – Link

This step of the program formally introduces the mentor and the YP.

The link process may take place via the following means:

1. At a MTS luncheon (preferred option)
2. At a MYS YP function, such as a, *Lunch and Learn* or *Mentors Mixer Night*
3. Via email or over the phone

At the link stage of the mentors program the constraints of the mentor, as stipulated in the application form, are provided to the YP.

In addition, the Mentor will be made aware of the YP's objective and motives.

At this stage, it is encouraged that a series of get-togethers are arranged to facilitate in the learning process. The initial program length is formally six (6) months.

3.2.4 Step 7 – Learn

This is the single biggest step within the program.

The program is intended to be driven by the YP, based on the objective and motives as set out in the application process. Mentors are also free to initiate contact with their assigned YP as the mentor has a copy of the application and knows the objective and motives of the YP.

During the program we expect around 4 – 6 sessions to be held. Examples of these sessions are set out below.

Examples of mentoring may include some of the following:

1. Sharing a meal together and talking about career progression
2. Discussing work issues (how to deal with a difficult client/situation) of a non technical nature over coffee
3. Emailing and asking questions about advice on the type of skill sets they should work on

Here you are reminded that the YP Committee is providing the network connections for the YP to pro actively take control of their own career.

The Mentors will be invited to our pre-arranged *Mentors Mixer Nights*, so they care share their experiences with other YPs in a social setting.

3.2.5 Step 8 – Liaise

During the course of the mentorship, the YP committee will contact both parties (YP and mentors) to check the health of the program and relationship.

If the health of the program or relationship has deteriorated, remedial action may be required. The remedial action will most likely be re-assignment or modification of the process.

Here it is noted that this is a new initiative of the MTS society, thus this may be considered a pilot program. Accordingly comments and feedback are welcomed and encouraged.

During the six (6) month program, the YP Committee will contact the mentor and YP quarterly (i.e. four (4) times over the duration).

4 Program Guidelines

This section sets out the guidelines for the program in a number of Dos and Don'ts. The main aim of this section is to prohibit using the program as a marketing tool and recruitment vehicle.

4.1 Mentors

The following list sets out the guidelines for each of the mentors:

- Respect the confidentiality nature of the questions being asked by the YP
- Will not use this program as a company promotional or recruitment vehicle

4.2 Young Professionals

The following list sets out the guidelines for each of the YPs:

- Acting professionally with all forms of correspondence
- Respect the time constraints allocated by each mentor
- To not use this forum as a personal recruitment vehicle
- Be patient with requests and queries posed to mentors

5 Application Process

This section sets out the application process. Here it noted that all application forms are provided in Appendix B.

5.1 Young Professional

The application process is as follows:

1. Download forms for the MTS Housing Website at:
 - www.mtshouston.org > Young Professionals > Mentors Program
2. Read the Guidelines
3. Fill out the application form complete with:
 - Resume
 - Photograph
4. Electronically send application information to the YP Committee leads:
 - Tim Withall tim_withall@amogconsuling.com
 - Josh Ryan jryan@intermoor.com
5. Await response from YP Committee on allocation process. This is expected to be within 14 days of submitting your application (pending number of responses and availability of mentors).

5.2 Mentors

The application process is as follows:

1. Volunteer in helping a YP take control of their career
2. Download forms from the MTS Houston website at:
 - www.mtshouston.org > Young Professionals > Mentors Program
3. Read the Guidelines
4. Fill in the application form complete with:
 - Resume
 - Photograph
5. Electronically send application information to the YP Committee leads:
 - Tim Withall tim_withall@amogconsulting.com
 - Josh Ryan jryan@intermoor.com
6. Await response from YP Committee on assignment of YP. This is expected to be within 14 days of submission of application (pending number of responses and availability of YP).

6 Roles and Responsibilities

This section sets out the role and responsibilities of the four (4) key stakeholders in the mentor program, these being:

1. The MTS Houston Society
2. The MTS YP Committee
3. The Mentors
4. The Young Professional

6.1 MTS Houston

The role of the MTS Houston Society is to act as the pool where mentors can be brought into the program.

The MTS Houston Society is responsible for providing the network of mentors to introduce into the program.

6.2 MTS YP Committee

The role of the MTS YP Committee is to act as the governing body of the program and to provide a direct interface with the MTS Houston Society.

The MTS YP Committee is responsible for providing the network of YP and general management oversight of the program. In addition, the MTS YP Committee is responsible for the continual improvement of the program and liaising with both the YP and Mentors during the course of the mentorship.

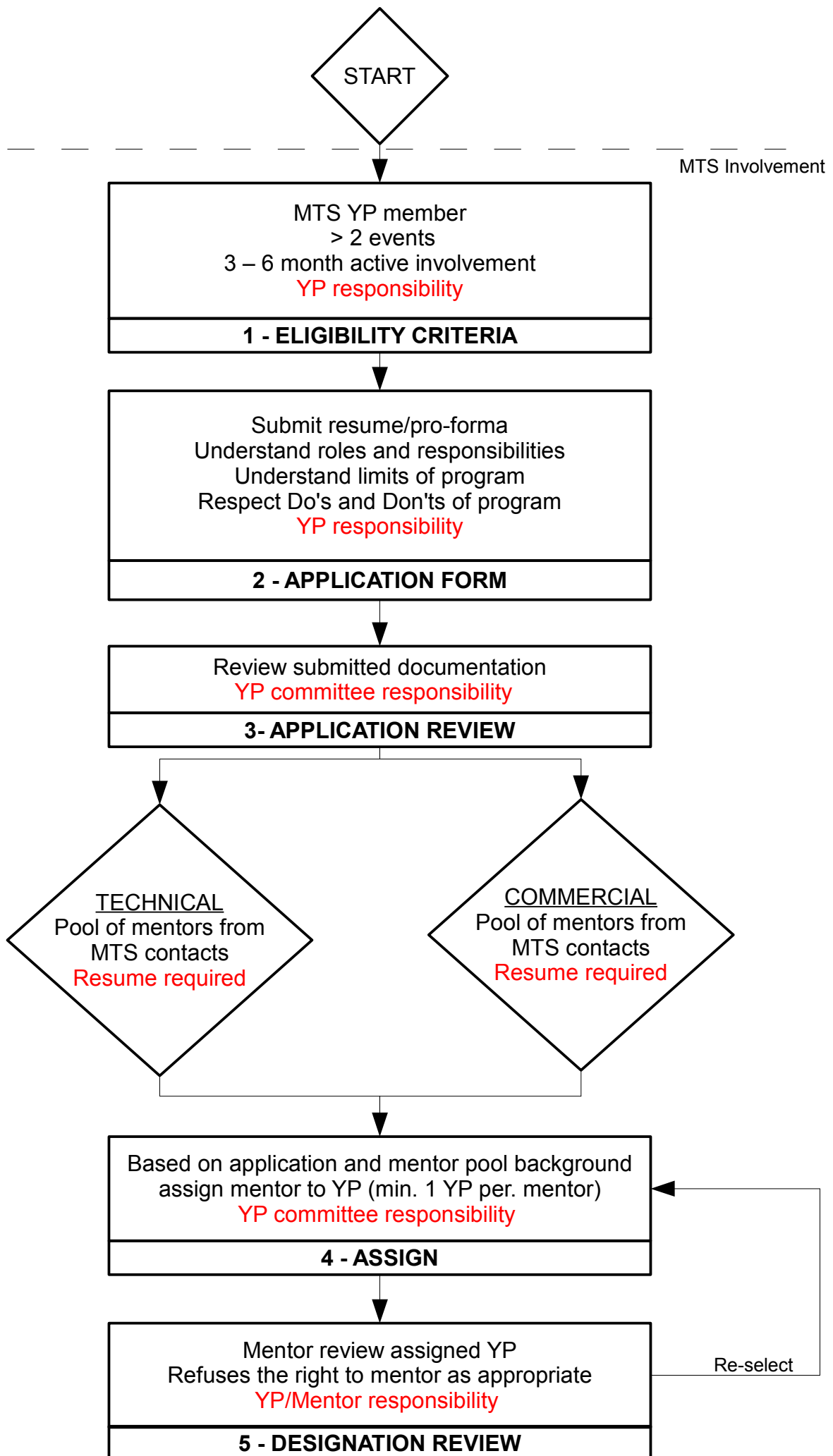
6.3 The Mentor

The mentor is a volunteer who is committed to helping a YP bridge the gap. The main responsibility of the mentor is to respect the do and don'ts as set out herein.

6.4 The Young Professional

The YP is committed to taking control of their own career. The main responsibility of the YP is to respect the do and don'ts as set out herein and ensure that they live up to their objective and motives as set out in the application process.

APPENDIX A



Link YP with Mentor
File signed documentation
YP committee responsibility

6 - LINK



YP and Mentor arrange meeting
1 per month for 6 months
YP responsibility

7 - LEARN



YP Committee periodically contact each of
the parties to see how things are going
4 times per arranged duration
YP committee responsibility

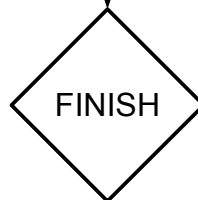
8 - LIAISE



After official duration relationship w.r.t YP MTS
formally ceased
Re apply as required
YP committee responsibility

9 - EXIT

----- MTS Involvement -----



YP and Mentor may stay in touch un-officially
NOT YP committee responsibility

GROWTH

APPENDIX B

MTS HOUSTON YP - MENTEE PROGRAM APPLICATION

MENTEE INFORMATION

Mentee Name: _____
Company: _____
Job Title: _____ Phone: _____
Email: _____
Date: _____ MTS Member? : _____

INSTRUCTIONS

To be considered to participate in the Mentor Program you must submit the following:

1. **Application Form:** This must be completed. If any questions please contact a YP. By completing this form you are agreeing with our mission, terms, Do's/Don'ts and to our pre-screening process.
2. **Resume:** A single most recent copy. (This will be used to better acquaint your future Mentor in your background and to facilitate the YP in matching you with a Mentor.)
3. **Photo:** This will aid the YP for recognition purposes.

YOUR OBJECTIVE

What do you expect to gain from participating in this program?

YOUR PREFERENCE

What Mentor category/ladder would you prefer to be matched with? (The Technical ladder will include Engr/Construction Mentors. The Commercial Ladder will include those in Sales and Marketing. Both ladders will include those working for Operators, Contractors, Consulting, etc.):

OUR DISCLAIMER

Please be advised that YP will match all potential candidates to the best of our abilities to the proper Mentor according to specifications. This is a pre-screening process and all candidates are advised to closely read and fully understand the program's mission statement, the Mentor program's process, and the Do's/Don'ts. Once paired with a Mentor you will be contacted by a YP representative. Please keep in mind this is a new program being undertaken by young professionals such as yourself. While we hope to get a match for you, this could take some time. If you would like to provide any more information please use the space below or contact a YP representative with any question.

FOR YP USE ONLY

Mentor/Comments/Requirements:

Status: Approved Not Approved Pending

MTS HOUSTON YP – RESUME APPLICATION



APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO
If yes, explain: _____

EDUCATION

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

MTS HOUSTON YP – RESUME APPLICATION



EMPLOYMENT

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

MTS HOUSTON YP - MENTOR PROGRAM APPLICATION

MENTOR INFORMATION

Mentee Name: _____
Company: _____
Job Title: _____ Phone: _____
Email: _____
Date: _____ MTS Member? : _____

INSTRUCTIONS

As a mentor for the program please fill out the following form and provide the below listed documentation.

1. **Application Form:** This must be completed. If any questions please contact any of the Young Professional (YP) leads. By completing this form you are agreeing with our mission and more specifically our Do's/Don'ts, which are primarily focused on limiting recruiting/marketing activities.
2. **Resume:** A single most recent copy. (This will be used to better to facilitate in matching you with a YP. Note all the YP are pre screened for their intensions).
3. **Photo:** This will aid the YP for recognition purposes.

YOUR PREFERENCE

What Mentor category/ladder would you prefer to mentor?

- The Technical ladder OR
 The Commerical ladder OR
 Either ladder is fine

OUR DISCLAIMER

Please be advised that YP will match all potential candidates to the best of our abilities to the proper Mentor according to specifications. There is a pre-screening process and all candidates are advised to closely read and fully understand the program's mission statement, the Mentor program's process, and the Do's/Don'ts. Once paired with a YP you will be contacted by a YP representative. Please keep in mind this is a new program being undertaken by young professionals.

YOUR CONSTARINTS

Please provide a guide to the level of time you are willing to commit to the program (ie hrs/mths). Please note that you will be contacted by a YP representative during the term of the mentor ship to see if there contrains are being respected. YP will be made award of these coantraints.

FOR YP USE ONLY

Mentor/Comments/Requirements:
Assigned: