

SEABUDDY: GUIDELINES FOR MENTORS

The following information is designed to support SeaBuddy mentors as they start and develop their mentoring journey.

Firstly, it is helpful to define what SeaBuddy aims to achieve. SeaBuddy has been established to support seafarers and potential seafarers to achieve their career goals. It is hoped that, by finding a good match and a willingness to develop the relationship, SeaBuddy can help build confidence in the mentee by sharing practical experience and hints and tips gathered from the mentor's career.

The following points are designed to help you as you start mentoring:

1. Finding the right match

This is the most important element in any relationship but can also be the hardest. Chemistry is very important, and this can only be established in the first few meetings. However, it is helpful if both parties have similar ideas about career progression and generally, the mentor should have three or more years greater experience than the mentee. There may be cases where you feel you don't have the right experience; if this is the case, don't be afraid to say so.



2. Introductory meeting

The first meeting is critical in terms of developing (or not) rapport which will be a key ingredient. The first meeting is also the time to ensure that expectations are set and understood. As a mentor, you should make sure that:

- i. You know what the mentee is looking for?
- ii. The mentee understands what you can offer
- iii. You agree on how regularly you should meet
- iv. You decide how long the relationship should last

3. Mentoring in the moment



Your role is to guide, advise, listen and ask questions. It would be best if you tried to understand the mentee's goals and challenges and then encourage their self-reflection. They should be finding the answers themselves with your guidance. Make sure your guidance is based on your experiences – you are trying to provide concrete and practical advice and help the mentee avoid making mistakes.

Remember, though, that if you don't know the answer, **don't guess!!** Explain that you don't know everything, although you may be able to find out and you will let them know in another session if you find out the answer!

4. Regularity & commitment

How often you meet should be agreed upon between you and the mentee; this will vary, and the degree of formality will also depend very much on the two of you.

However, it is good practice to, at each meeting:

- a. Review what the mentee has achieved
- b. Set objectives / goals
- c. Create an agenda (the mentee should be responsible for this as well as scheduling the meetings)

Remember to let the mentee know that they should do the same if you struggle with workload, etc.

5. Intervention

SeaBuddy is not a platform to report instances of assault or mental health challenges. If these do come up, then the SeaBuddy website has links to specialist organizations, such as [ISWAN](#) and [Saferwaves](#), who can offer dedicated specialist support.

6. Confidentiality

Mentors should emphasize the need to keep all conversations and information the mentee shares with them confidential unless there is a legal or ethical obligation to report it. This will help build trust between the mentor and mentee and create a safe space for the mentee to discuss their career goals, challenges and concerns.



6. Ending

Whilst many mentoring relationships last for many years, some may only last a few months. This can be agreed upon upfront, but if the mentee stops engaging or you're unable to commit, you should try and be upfront in ending the relationship.

7. Feedback

At the end of the relationship, it will be helpful if you provide written feedback to the mentee so they can take it forward with them. For example:

- i. How proactive were they
- ii. Did they engage with their goals and targets
- iii. Were they punctual and efficient
- iv. Did they make the most of the opportunity to have a mentor
- v. What could be improved upon

8. Mentor support

We plan to create a mentor group to allow you to share ideas, insights and experience; however, this will not be a feature of the pilot. In the meantime, if you have any questions or need support in specific areas, let us know.

If you would like additional mentoring training, then Pushfar offers regular, free of charge training: <https://www.pushfar.com/mentoring-training/>

9. Mentor recognition

At the end of the pilot, we will publish the names of the mentors who have received the most consistent positive feedback; if the pilot is successful, we will continue this!



10. SeaBuddy do's and don'ts

SeaBuddy is for:

- Advice about career choices

- Sharing knowledge about the industry
- Guidance when starting a new role
- Guidance when looking for roles and transitioning from sea to shore
- Support to develop language & communication skills
- Support to develop leadership skills

SeaBuddy is not for:

- Getting or seeking specific job opportunities
- Sharing personal feedback on your company, organization or an individual
- Seeking charitable donations or financial assistance

And finally,

SeaBuddy is in the pilot phase and we would welcome any feedback or advice you have to make it easier to use, more effective or more impactful. Just let us know!

Thank you for being a mentor!