

## **Empowering Women in Hydrography Mentorship Programme**

**Objective:** To assist mentees in both their personal and professional development and to improve their interaction with coworkers through the direction, counsel and feedback of the more seasoned mentors.

### **Duration of mentorship:**

- Four to six months

### **Mentor Tasks:**

- (1) Encourage their mentee's personal development
- (2) Increase their confidence
- (3) provide a broader regional and truly global perspective

### **Mentee Tasks:**

- (1) Drive the relationship with their mentors by agreeing to "the contract" and establishing ground rules
- (2) Prepare effectively for mentoring meetings
- (3) Help guide the meeting
- (4) Reviewing and evaluating progress.

### **Mentor Profile:**

- **Both women and men** employed by IHO Member State Hydrographic Offices, national or international organizations or companies from the private sector involved in ocean / maritime issues may participate in the Empowering Women in Hydrography Mentorship Programme as mentors. Mentors can be at any stage of their careers.

### **Mentee Profile:**

- **Women** employed by IHO Member State Hydrographic Offices, national or international organizations, or companies from the private sector involved in ocean / maritime issues may participate in the Empowering Women in Hydrography Mentorship Programme as mentees. Mentees can be at any stage of their careers.

### **Expected Commitments:**

- Approximately 1.5-2 hours a month depending on the focus and preferred ways of working

### **Required Documents:**

- Completed questionnaire for respective role (mentor or mentee)

### **Questionnaires:**

- Individuals interested in participating in the Mentorship Programme as a mentor or mentee should complete the respective questionnaire and forward it to the IHO Secretariat at [ewh@iho.int](mailto:ewh@iho.int) no later than 31 January 2022

EMPOWERING WOMEN IN HYDROGRAPHY - PROJECT

Capacity Building Sub-Committee

**MENTOR QUESTIONNAIRE**

**A. GENERAL INFORMATION**

**1. Name**

Last Name

First Name

**2. Country of Residence**

**3. Country of Origin**

**4. Languages Spoken**

**5. Time Zone**

**6. Availability** (*check all that apply*)

Mornings

Afternoons

Evenings

Weekdays

**7. Contact Information** (*email address and phone number*)

**B. PROFESSIONAL INFORMATION**

**1. Current Position**

**2. Bio** (*400 words or less*)

**3. Areas of knowledge** (*check all that apply*)

Training and Development

Technical Skills

Leadership Skills

Communication Skills

Career Development

Image Management

Negotiation Skills

Workplace Psychology

Other \_\_\_\_\_

**C. MENTORING EXPECTATIONS**

**1. How would you prefer to communicate with your mentee?** (*phone, email, video call etc.*)

**2. What do you think you could bring to a mentee? (400 words or less)**

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## **B. PROFESSIONAL INFORMATION**

### **1. Current Position**

### **2. Bio (400 words or less)**

### **3. In what areas would you like to grow your skills? (check all that apply)**

- Technical Skills
- Leadership Skills
- Communication Skills
- Career Development
- Image Management
- Negotiation Skills
- Workplace Psychology



Other \_\_\_\_\_

**4. What would you like to be doing three years from now?**

**5. What are some of the things you would like to change in your current situation?**

**C. MENTORING EXPECTATIONS**

**1. What is the #1 thing you would like to gain from your mentorship?**

**2. How would you prefer to communicate with your mentor? (*phone, email, video call etc.*)**

**3. Describe your ideal mentor. (400 words or less)**