



## Mentoring Tips



***SEAPOWERS THROUGH ENGINEERING***

5.2.6

**TOPIC LEARNING OBJECTIVES**

Upon successful completion of this topic, the student will be able to:

1. Understand the purpose and guiding principles of the Engineering Duty Officer Leader Development Framework (EDO LDF).
2. Recognize that junior officers should capitalize on the knowledge the senior officer has to offer.
3. Understand techniques on how to maximize gain from mentoring sessions (for example, sending Career Planner, Bio, and questions/issues/concerns to mentor at least 48 hours prior to session).
4. Understand EDO mentoring policy and recognize how to apply lessons personally and professionally.
5. Understand how to capture your mentor's support and to internalize your mentor's suggestions.
6. Understand what topics of discussion a mentoring session should include.
7. Identify the roles and responsibilities of EDOs for subordinate development and mentoring.

**STUDENT PREPARATION****Student Support Material**

1. Engineering Duty Officer Leader Development Framework (EDO LDF)
2. EDO School Commanding Officer's Career Planner Guidance: "Your Career Planner"

**Primary References**

1. Engineering Duty Officer Leader Development Framework (EDO LDF)

**Additional References**

1. EDomain:  
<https://intelshare.intelink.gov/sites/edoschool/EDomain/SitePages/Mentoring.aspx>



# Overview

---

- Definition
- Formal Mentoring
- Mentor Groups
- Career Planner Guidance
- Improving as a Mentee



# Definition

---

- Mentoring is:
  - Personal and professional development advice/coaching
  - Career counseling
- Mentoring is **not**:
  - Only career counseling
  - Performance counseling (although they can give you feedback on your Performance Summary Report)
  - Detailing
- Formal mentoring **required** once annually
  - Can also have as many informal mentors as you like
  - Informal mentors don't need to be a particular rank, mentor group, or even designator
- Three mentoring steps:
  - Prepare for mentoring
  - Conduct mentoring
  - Follow-up on mentoring – most important

*You get out of mentoring what you put into it*



# Overview

---

- Definition
- Formal Mentoring
- Mentor Groups
- Career Planner Guidance
- Improving as a Mentee



# The Why Behind Mentoring

---

- Mentoring allows experienced EDOs to share their experiences and lessons learned with junior EDOs
- Mentoring allows junior EDOs to communicate concerns to more senior EDOs who are not in their chain of command. This removes boundaries of conversation that may exist within a chain of command relationship
- Mentoring affords an opportunity for junior EDOs to highlight personal concerns and preferences. The intent is that the mentor will represent these concerns during billeting discussions
- Establishing a mentoring relationship provides a trusted resource junior EDOs should use when facing challenges with career or personal concerns. Concerns can arise at any time, and junior EDOs should freely reach out often for advice
- Mentoring should result in junior EDOs making more informed decisions as they progress through their careers



# EDO Community Mentoring Policy

- Incorporated in EDO Leadership Development Framework (LDF)
  - Version 3.0 signed July 2021 by VADM Galinis
  - Aligns with Navy Leadership Development Framework to develop Character, Competence, and Connections
  - Recognizes the importance of informal mentoring
- Mentoring supports career, professional, and personal development
  - Mentoring is a skill to continuously improve
- Career Planner: Mentoring point of entry/tool (edocp.net)
  - Mentoring goes beyond discussing your planner
  - Mentoring form
  - LDF Journal and Leadership Development Page (Page 3)
- Mentoring & Inclusion
  - Important to create inclusive mentoring discussions taking diversity of backgrounds and needs into account, ensuring all EDOs have the same opportunities to compete for jobs
- Four Guiding Principles to EDO Mentoring:
  - Transfer community knowledge
  - Facilitate professional and personal alignment
  - Cultivate and maximize potential
  - Invest in the future; take care of our own



# EDO Mentor Groups

---

- Mentor Group Structure
  - Sponsored by EDO Flag Officer
  - Led by one or more Captains in “Crown Jewel” billets
  - Administered by a Mentor Group Executive Secretary
- Sign-ups done at EDO School Basic Course
  - Students choose at least a primary and secondary group
  - Selection is forwarded to Mentor Groups via EDOmain
  - Individual Mentor Group affiliation maintained in EDOmain; monitored by Mentor Group Secretaries
- Engage your Mentor Group if you do not have a Mentor or Mentee assigned
  - If you do not know who your Mentor Group POC is, contact EDO School

*EDO School will provide your Mentor Group selections to  
MG Executive Secretaries via EDOmain*

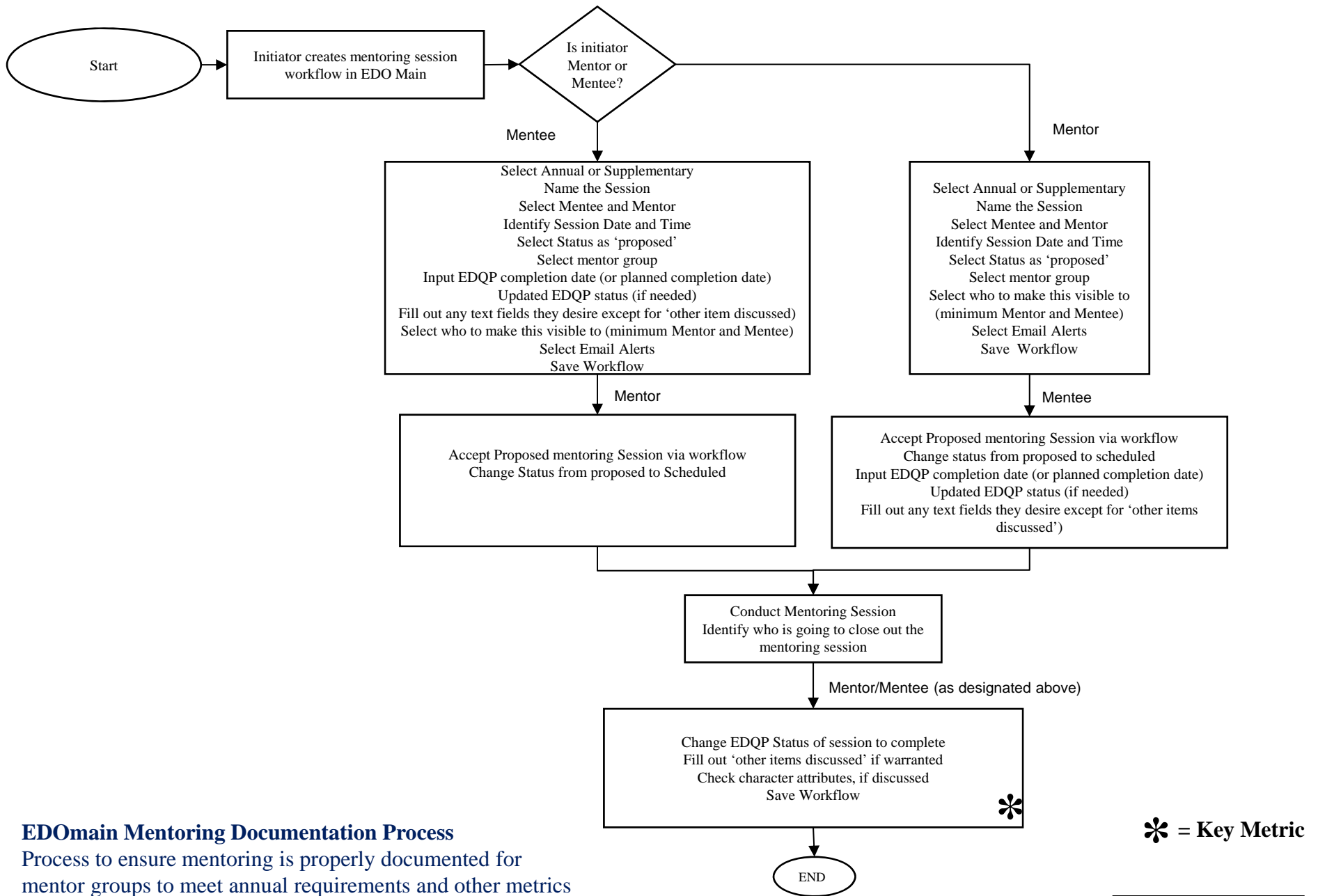




# EDO Mentoring

- Mentorship is a relationship of trust between two individuals
- EDO mentoring is often like career counseling
  - May focus on career development/milestones
  - May include personal and family milestones
- Formal and informal mentoring: you need both
  - Formal Mentor assigned by the Mentor Group
  - Informal Mentors: everyone else
    - Senior EDOs will be excited to talk with you! Do not hesitate to ask for a mentor session with anyone, whether they are in your primary/secondary mentor group or not
    - If you travel, try to visit senior EDOs at your destination. Seek out opportunities to sit with ED Flag Officers
  - Not everyone will have the same path to follow; multiple Mentors help you choose the nuggets of advice that are useful/applicable to you
- Informal Mentors often provide the most critical guidance/advice
  - They are people you seek out and you may have a relationship with/feel comfortable around them
  - May know you better than your formal Mentor

*Mentoring is about more than just the next career milestone*





# Overview

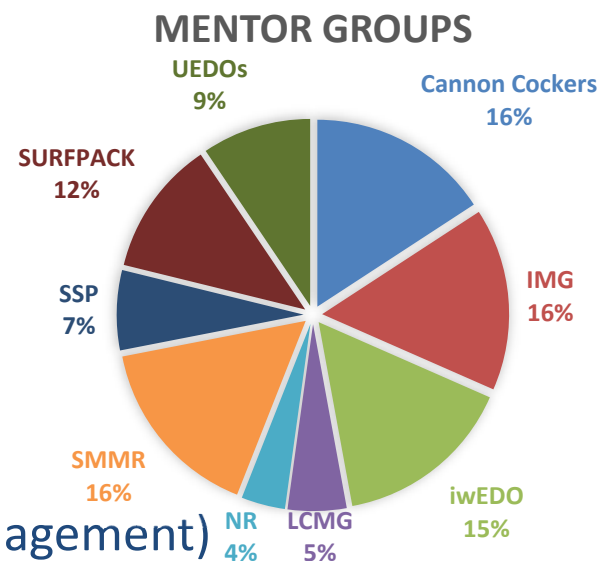
---

- Definition
- Formal Mentoring
- **Mentor Groups**
- Career Planner Guidance
- Improving as a Mentee



# EDO Community Mentor Groups

- SURFPACK (Surface Ship Program Management)
- Life-Cycle Management Group (LCMG) (CVNs)
- Industrial Mentor Group (IMG)
- Cannon Cockers (Combat Systems)
- Strategic Systems Programs (SSP)
- Information Warfare EDO (IWE) (including Space)
- Undersea EDOs (UEDO)(Submarine Program Management)
- Surface Maintenance, Modernization, and Readiness Mentor Group (SMMR MG)
- Professional qualifications with complementary Sub-Mentor Groups:
  - Divers
  - EDO(N), Naval Reactors



*EDO School will provide your mentor group selections to MG Executive Secretaries via EDO Detailer and EDOmain*



# Overview

---

- Definition
- Formal Mentoring
- Mentor Groups
- Career Planner Guidance
- Improving as a Mentee



# Career Planner

- Purpose:
  - Assist in your exploration, visualization and refinement of your career path
  - Facilitates mentoring discussions
  - Communicate your experience and professional goals when requesting assignments from Flag Officers, Mentor Group Captains, and Detailers
- The career planner may contain several career path options:
  - Each row represents a career path leading to an EDO Crown Jewel job and/or command
  - Three career paths on the planner is about the right amount of detail to make the graphic useful and not too busy
- Crown Jewel/command job examples:
  - Major Program Manager (MPM) (Surface, Sub, C4I, Weapon Systems, etc.)
  - Supervisor of Shipbuilding (SUPSHIP)
  - Shipyard Commander
  - Regional Maintenance Center (RMC) Commander
  - Supervisor of Salvage and Diving (SUPSALV)
  - Naval Surface Warfare Center (NSWC) & Naval Information Warfare Center (NIWC) CO

*Your career planner is yours and represents you*



# Career Planner

- Use it to communicate your personal preferences as well as professional desires
  - Personal preferences are important!
  - Children, ages, and school considerations as well as spousal employment
  - Geographical preference
  - Mentor should give realistic feedback about potential accommodations and needs of the Navy/Community
- Your career planner will have more importance to you as you finish your EDQP and start to negotiate your second tour
- Look at the slate (on EDOmain) and look through all the jobs
  - Filter them in different ways (by rank, PRD, location, mentor group) to get a feel for what is available
  - Reach out to incumbents for jobs you are interested in
  - Ask questions to expand your possibilities
  - Refine your planner before and during your discussions with your mentor group and the detailer
- Maintain as you become more senior to pass on that knowledge to others
  - What did you gain from each job?



# Overview

---

- Definition
- Formal Mentoring
- Mentor Groups
- Career Planner Guidance
- Improving as a Mentee





# Prepare for Mentoring

---

- Reach out to your Mentor
  - Face-to-face or phone call preferred
  - Be flexible
  - Be courteous to front office/staff
- Send read-ahead
  - Career planner/mentoring questionnaire
  - Officer Summary Record/Performance Summary Report (OSR/PSR)
    - Mentor should review OSR/PSR to identify strengths and weaknesses in your record to help maximize promotion potential
  - Include any questions you have
- Do your homework
  - Read their bio/career planner, learn about their current and past jobs
- Come prepared with questions
  - Even if this person isn't in your Mentor Group/doing a job you want, there are other topics to discuss



# Conduct Mentoring

---

- Mentoring session should include:
  - Qualification status/issues/concerns
  - Planning for next assignment
  - Career status/progression
  - Any community or command related issues which might be causing concern
  - Crown Jewel/Flag assignments
  - Any special interest items
  - Promotion status (DAWIA-certification level, Acquisition Professional Membership, promotion year group, last FITREP, FITREP progression, etc.)
  - Character development (NAVADMIN 137/20 – focusing on learning, innovation, personal and professional development (Page 3))
  - Geographic desires/constraints
  - Family considerations (EFM, school, spouse profession, etc.)\*
  - Other personal issues (self-improvement, life counseling, well-being, etc.)\*

EFM-Exceptional Family Member

\* These are sensitive topics and it is OK to tell a mentor you don't want to discuss something



# Conduct Mentoring

- Possible questions/topics:
  - What tours did they enjoy the most? Like the least?
  - What would they do differently if they had the chance?
  - How have they seen the Navy/EDO Community change over their careers, and where do they see it going in the future?
  - Ask about who they have worked with and things they have learned from them
  - Ask about your potential jobs, timing, fit
  - Find out who is in the jobs you want/when they rotate
  - Am I in line for the (community specific) key job? If not, what can I do to make myself more competitive?
  - What jobs are slated to be open around my next rotation and which do I have a reasonable chance of getting?

*Discussion on community standing is invaluable and can help provide realistic goals*



# Conduct Mentoring

---

- Bring print-outs (two copies – they may keep one set)
  - Career planner, mentoring form (online at EDOmain, LDF journal/summary)
- All advice is autobiographical
  - They want to give you good advice, but their advice is based on their experiences/career path
  - Be open and receptive
- It's as much about you learning from them as it is them learning about you
  - Treat it as an opportunity to interview; you may be mentoring with a future boss
- Be open and honest
  - You're always adding to your reputation
- Take notes on your planner (or make a copy that they have written on)
  - Write down the name/date and clarify any other notes you've made



# Follow Up

---

- Send thank you email or note
- Consider quarterly/semi-annual updates
  - Outside of formal mentoring window, especially in your qual tour
  - Include updated career planner, follow-up questions, etc.
  - Status on any actions/follow ups from discussion
  - Maintain contact even if/when a new formal mentor is assigned
    - Opportunity to grow and maintain your personal network/connections
- Share the wealth: Who else would benefit from mentoring with this person?
- Pass it on: Mentor others as you would like to be mentored
  - There is no hard and fast formula for success
  - Retirees, Reservists, Civilians can also be Mentors – and Mentees



# Summary

---

- EDO LDF is for YOU!
  - A successful community needs to work to continuously develop their future leaders
- Mentoring is a two-way street
  - Come prepared, be engaged, and follow-up
- Mentoring takes practice
  - The more you mentor, the more you learn
- Mentoring advice is:
  - Autobiographical (what has worked for others may not work for you)
  - You get out of it what you put into it