

USCG AUXILIARY

DISTRICT 7



“MENTOR RECRUITMENT AND TRAINING PLAN”

INSTRUCTOR’S GUIDE

PREPARED BY:

DISTRICT 7 HUMAN RESOURCES STAFF



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INSTRUCTOR’S GUIDE

This Guide is designed to assist you in presenting the D 7 “Mentor Recruitment and Training Plan” to potential Mentors and Mentees in your Flotilla. It is highly recommended that this program be presented by a “Certified Coast Guard Auxiliary Instructor.”

There are 18 slides in the presentation. Each bullet or talking point will “fly in” giving the presenter time to discuss the topic before moving on to the next slide.

Slide # 2 “DISCUSSIONS”

The presentation consists of three “Discussion” parts:

- 1- What Mentoring is and Why it is Important**
- 2- The District 7 Mentoring Plan Including Training Topics**
- 3- Best Practices From Flotilla’s That Have Already Started a Mentoring Plan**

Slide # 3 “WHAT IS MENTORING”

Ask the group if they have had experience with mentoring, either as a mentee or a mentor and discuss their experience.

Ask the group what they feel mentoring is as you “fly in” the five bullet points.

Slide # 4 “WHY MENTOR” Benefits to the Mentor

Describe to the group your personal experience as a mentee and as a mentor.

Ask the group what benefits they feel are important and discuss as you fly in the six bullet points.

Slide # 5 “WHY MENTOR” Benefits to the Mentee

Same discussion as Slide #4

Slide # 6 “WHY MENTOR” Benefits to the Flotilla

Same discussion as Slide # 4 & 5

Slide # 8 “STANDARDS AND QUALIFICATIONS OF A “USCG AUXILIARY MENTOR”

Emphasize “ONLY ONE” most important qualification is having the desire to be a mentor and willing to complete the training.

SUGGESTIONS

- 1- **Auxiliary Procedures Course** - teaches many of the topics needed to be a trained Mentor.
- 2- **Uniform Training** - very important that the mentor be an expert on the proper wearing of Auxiliary Uniforms.
- 3- **Submit ANSC 7029 Form** - Mentor must be a good example of what is expected of an ideal Auxiliarist.
- 4- **Flexible With Time** - try to accommodate the mentee's schedule.

Slide #9 "Duties and Responsibilities of the Mentee"

Emphasize the importance of being respectful of the Mentor's time by showing up for sessions on time and prepared.

Why it is important to start working on an Auxiliary Qualification i.e. VE, PV or Boat Crew etc. as soon as possible.

Slide #10 "Duration of the Mentoring Process"

While we suggest six months to a year once the relationship is formed between the Mentor and the Mentee, we would hope dialog will continue well into the future.

How to "Recruit and Encourage Mentors"

Invite potential Mentors to a meeting and present the "D7 Mentor Recruitment and Training Plan." Emphasize to your group that the District 7 Human Resource Department is available to assist at any time.

Local knowledge of flotilla leadership i.e. FC, VFC, FSO-HR and FSO-MT is your best source.

Use Newsletters and Publications to recruit Mentors.

Hold up a copy of the "District 7 Mentor Certificate" signed by the District Commodore.

Slides #11 and #12 "Training Topics"

1. Proper Wearing of Uniforms - explain the importance of setting the example by being an expert on Auxiliary Uniform policy. Uniform training module will be provided.

2. **Protocol and Etiquette** - training will be provided on protocol and etiquette at flotilla meetings, Coast Guard Stations/Sectors, Coast Guard Boats and National Ensign Etiquette.
3. **Instructions** will be provided on all Auxiliary Web Sites where members can find manuals and training opportunities.
4. **Chain of Leadership** - what it is and the importance of following the “chain.” Information will be provided on the reporting structure at the Flotilla, Division, District and National levels.
5. **Acronyms and Their Meaning** - a list of frequently used acronyms and abbreviations will be provided. Emphasize the importance of not using acronyms during an auxiliary event without explaining their meaning.
6. **Dues** - how much, how often and what they support.
7. **Member Number/Homeland Security ID Card** - importance of keeping them secure; what they can and cannot be used for.
8. **How to Complete and Submit Reports and Forms Online** - why it is important to submit the Member Activity Report ANSC 7029/Member Activity Report – Mission ANSC 7030 and other reports, i.e. ANSC 7038, ANSC 7046, etc. How to do it online, when and who are these reports submitted to.
9. **Elected and Appointed Offices** - who they are, how are they or appointed, their duties and responsibilities; how to and apply for an office position. elected seek
10. **Member Training/Programs and Certificates** - describe all training opportunities and certification programs available to members - Vessel Examiner, Public Education Instructor, RBS Program Visitor, ATON Verifier, Operations- Coxswain, Boat Crew PWC Operator, Communication Watch Stander, AUXCHEF and Specialty Courses.
11. **Public Affairs Events** - Different types, i.e. Boat Shows, Environmental events, Open House at a Coast Guard Station. Describe duties, proper uniform, brochures and handouts, sign-up sheets for Boating Classes, Vessel Exam, Joining the Auxiliary and how to sign up for a shift to assist manning a display booth.
12. **Auxiliary and Coast Guard Offices, Ranks and Ratings** - explain the difference between a Rank and Office. Training Modules will be provided with a description of all Auxiliary and Coast Guard Offices, Ranks and Ratings.

Slide #13 “Measuring Success”

- 1. A Signoff Sheet is provided similar to the “Boat Crew” signoff sheets with columns for Tasks, Date Completed and Mentor’s signature.**
- 2. An Evaluation Form will be provided for both the Mentor and Mentee to rate the effectiveness and progress of the Mentoring Program.**
- 3. Each Flotilla will track the members that have successfully completed the Mentor and Mentee training.**
- 4. District 7 will track retention improvement.**

Slides #14 and #15- Listing of Best Practices - reported by Flotillas and Divisions in District 7. These ideas should be discussed with the group and it will be up to the Flotilla to decide which ones they would like to adopt.

Slide #16 “D7 Mentor Certificate” - shows an example of the “D7 Mentor Certificate” signed by the District Commodore and presented to the Mentor upon completion of the “Mentor Training Program.”

Slides #17 and #18- Additional Best Practices Forms

Slide #19- Summary and Additional Discussion - at this time the group should be asked if they ready to sign up to train to become “Mentors.”

After a member completes either the “Mentor Training Program” or the “Mentee Training Program,” please submit their Name, Member Number and a copy of the “Task Signoff Sheet” to:

Northern - Tom O’Connor – tomofssi@gmail.com (Divisions 2, 10, 12, 14)

Eastern/Western - Rich Steinbach – caneman20@comcast.net (Divisions 1, 3, 4, 5, 6, 7,8,9,11,13,15, 16, 17)

The Mentor/ Mentee’s name will be submitted to the District and a “Certificate of Appreciation” signed by the District 7 Commodore will be forwarded to the Flotilla Commander for presentation to the member.

For further assistance, questions or ideas please contact me at the above