

Mentee Handbook

Welcome to the Programme

Thank you for joining our Mentorship Programme. You are about to participate in a rare and valuable learning experience, gaining direct insight into a real, live heavy lift or project cargo operation as it unfolds week by week.

This handbook explains what to expect, how to prepare, and how to get the most from your mentor and the project.

1. What This Programme Is

Real-Time Learning

You will follow an actual project being managed by an experienced professional, giving you unique access to the decisions, challenges, and realities behind a major logistics operation.

Global Reach

Mentorships are not limited to one country. You may be paired with a mentor anywhere in the world, giving you exposure to different markets, methods, regulations, and environments.

Duration

You will meet with your mentor in a **weekly call**, continuing until the project has been completed. This gives you a complete start-to-finish understanding of the project lifecycle.

2. Your Role as a Mentee

What Is Expected of You

- Attend the weekly call and be prepared
- Be curious, ask questions whenever you need clarity
- Keep your own notes and learning points
- Show enthusiasm and commitment
- Respect confidentiality (no sharing information externally)

You Are Not Expected to:

- Do any work on the project
- Understand everything immediately
- Already be experienced in heavy lift / project cargo
- Lead the sessions (your mentor will guide you)

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This is a learning experience; your job is simply to engage.

3. Preparing for Each Weekly Call

Arrive prepared and ready to get the most from each session.

Before each call:

- Re-read your notes from last week
- Think about what you want to understand better
- Prepare a few questions (technical, commercial, operational)
- Check your connection, camera and microphone

A little preparation transforms each call into a powerful learning opportunity.

4. What You Will Learn Each Week

Your mentor will follow a structured format to make the learning clear and consistent. You will typically cover:

4a. Weekly Recap

- Activities completed
- Milestones achieved
- Client updates
- Changes in the scope or schedule

4b. Problems & Solutions

- What challenges arose
- How the team handled them
- Why certain decisions were made
- What could be improved next time

4c. Technical Learning

- Equipment used (SPMTs, cranes, barges, trailers)
- Transport methods and routing
- Safety measures and compliance
- Engineering considerations
- Port/terminal-specific factors

4d. Commercial Understanding

- Key cost factors (non-confidential)
- Supplier decisions
- Budget impacts
- Client expectations

4e. Looking Ahead

- What is planned next week
- Expected challenges
- Any risks or critical stages

4f. Questions & Reflection

- Your time to ask anything
- Your chance to share what you found most interesting
- Identify areas you want to go deeper into next week

5. How to Get the Most Out of Your Mentor

Ask Questions, lots of them!

Your mentor expects questions. Good starting points include:

- “Why was this method chosen?”
- “What challenges did you anticipate?”
- “What would have happened if...?”
- “How did you learn to do this?”

Be Honest About What You Don’t Know

No one expects you to have deep technical knowledge. Your mentor is here to guide you.

Take Notes

Capture key highlights each week, such as:

- New terminology
- Equipment or methods discussed
- Lessons learned
- Surprises or key decisions

Express Appreciation

Mentors are giving their time voluntarily; simple respect and enthusiasm go a long way.

6. Professional Conduct & Confidentiality

This programme operates across a global network of companies.

As a mentee, you must:

- Treat all shared information as confidential
- Never share client names, costs, or project details
- Respect your mentor’s time
- Be punctual for every call

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Maintaining professionalism ensures the programme remains trusted and valuable.

7. If You Face Challenges

If you don't understand something

Ask your mentor to break it down, this is completely normal.

If you need to miss a session

Let your mentor know in advance and reschedule.

If you feel overwhelmed

Talk to your mentor, they are here to support your growth.

If you feel under-challenged

Let us know, we can explore deeper topics or additional guidance.

8. Ending the Programme

At the end of the project:

- You will have a final review session
- You can discuss your biggest learnings
- You will receive a completion acknowledgement

9. Congratulations on Taking This Step

By joining this programme, you are investing in your future. You will gain practical knowledge that many professionals only acquire after years of experience. This initiative is designed to accelerate your understanding, build your confidence, and help you grow into a stronger, more capable professional within our global network.

We are excited to support your learning journey.