

Mentor Handbook

Welcome & Thank You

Thank you for volunteering your time to support the next generation of heavy lift and project cargo professionals. As a mentor, you play a vital role in strengthening capabilities across our global network. Your experience, insights and real-world understanding will provide invaluable learning to your mentee, far beyond what any classroom or manual can offer.

This handbook outlines the purpose of the programme, your responsibilities, and a simple framework to help you deliver a productive weekly session.

1. Programme Overview

Purpose of the Mentorship Programme

This initiative connects experienced industry experts with less-experienced personnel from across our global membership. The core objective is to allow mentees to follow a live, real-time project from start to finish, understanding how experienced professionals make decisions, overcome challenges, manage client expectations, and maintain safety and compliance.

Duration

Mentorships typically run for the full duration of the selected project, with a weekly call at an agreed time.

Learning Approach

The programme focuses on:

- Real case study learning
- Weekly step-by-step project insights
- Open discussion of technical, operational and commercial considerations
- Exposure to the full project lifecycle

2. Your Role as a Mentor

What is Expected of You

- Provide a weekly review of your live project
- Offer clear and open explanations of decisions
- Be honest about challenges and lessons learned
- Encourage questions and participation
- Support your mentee's confidence and professional growth

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You are not expected to:

- Share confidential or sensitive client data
- Disclose pricing details beyond high-level concepts
- Provide additional workload outside of the weekly session

Qualities of a Great Mentor

- Approachable and supportive
- Patient and willing to explain
- Willing to share real experiences, good and bad
- Clear communicator
- Encouraging, constructive, and open-minded

3. Structuring Your Weekly Call

A consistent structure helps your mentee follow the project clearly and absorb more information. We recommend the following format:

3a. Weekly Recap (5 minutes)

- Summary of activities
- Key milestones
- Client updates
- Current status

3b. Challenges & Solutions (10–15 minutes)

- Issues encountered
- Options considered
- Final decisions and reasoning
- Lessons learned

3c. Technical Breakdown (10 minutes)

- Equipment used (SPMTs, cranes, barges, trailers)
- Method statements
- Engineering logic
- Risk and compliance factors
- Local restrictions or regulations

3d. Commercial Snapshot (5–10 minutes)

- Cost drivers (high-level only)
- Impact of changes/risks
- Supplier choices
- Client-driven variations

3e. Next Week's Plan (5 minutes)

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- Planned movements
- Key considerations
- Risks to watch
- Targets

3f. Questions & Reflection (5 minutes)

- Open discussion
- Invite feedback
- Clarify unclear parts
- Encourage mentee input

4. Best Practices for Effective Mentorship

Be Transparent

Share real challenges, not just the polished version. That's where the learning is richest.

Explain the “Why” Behind Decisions

The mentee will develop deeper understanding by learning your reasoning process.

Encourage Critical Thinking

Ask questions like:

- “How would you handle this scenario?”
- “What would you do differently?”

Use Clear, Simple Language

Avoid unnecessary jargon unless you explain it.

Keep It Confidential

Never share client names, sensitive figures, or confidential documents.

Stay Consistent

Weekly continuity enables the mentee to clearly track the project's progression.

5. Supporting Your Mentee

Help Them Build Confidence

Reassure them that no question is too big or too small. Many mentees may be junior or new to the industry.

Guide Their Growth

Highlight areas they can develop, but always with encouragement.

Celebrate Their Progress

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Acknowledge how their understanding improves each week.

6. Frequently Asked Questions

What if I can't make a call one week?

No problem, just reschedule. Consistency is ideal, but flexibility is expected.

What if my project becomes confidential or changes unexpectedly?

You can adjust your explanations or switch to high-level descriptions as needed.

What if my mentee is shy or quiet?

Ask open questions to draw them into the conversation.

7. Ending the Programme

When the project concludes:

- Hold a final review session
- Discuss overall lessons learned
- Reflect on mentee progress
- Share any closing advice

8. Thank You

Your involvement directly strengthens the quality, capability, and future of our global membership. By sharing your knowledge, you are helping young professionals grow into confident, skilled specialists, ensuring the industry continues to thrive for years to come.

We deeply appreciate your contribution.