

Manual Section 7	Issue Date 12/21/09	Revision Date 06/15/21	Policy Number LLCP-093
Mentoring			

Purpose

Mentoring is a process of transferring skills and knowledge from one person to another in a work environment. The process relies on a trusting relationship and can occur between people with varying degrees of experience. The person providing the training is the mentor, and the learner is the new hire or the short service employee (SSE). Mentoring is recognized as a valuable component of the learning and training process.

Scope

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

The Mentor

Mentors should be volunteers, but the person chosen to perform the function should strongly believe in the importance of working safely at all times. The Mentor shall also be a people person in that he wants his co-workers to work safely too, and is willing to personally guide and protect the person (SSE) in his care. Generally, Mentors should have the right attitude with the appropriate technical and people skills.

The Mentor should not be a short service employee, but should have at least one year of employment with the company, and should be well versed in HSE procedures and policies. The Mentor should also have a good record. Ideally the ratio of Mentor/SSE should be a one on one basis. The Mentor should be of the same craft as the SSE and work alongside his charge.

The SSE should be mentored for at least three months, or longer until such time that he is deemed to be working safely to the expected standards. New hires, regardless of background or experience shall be considered SSE’s for a period of six months.

A Mentor Shall

1. Have the desire, a patient disposition, and be willing to devote the necessary time to succeed as a mentor.
2. Possess knowledge and skills in a particular area that are required by other members of the organization.
3. Be willing and able to effectively listen to the SSE to determine if the SSE is learning and retaining the knowledge being shared.
4. Be willing to watch a SSE perform a job without interfering as long as the SSE is not in a position to hurt him/herself, others, damage equipment or the environment.
5. Provide a positive safety attitude, avoid criticism, and strive to build confidence and self-esteem in the SSE.
6. Be able to coach, educate and train the SSE the proper way to apply HSE policies.
7. Keep abreast of new equipment and changes in methods of operating present equipment in her/his field of expertise.

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8. Refrain from taking short cuts or perform any “At Risk” behavior, as the SSE will also learn these “At Risk Behaviors”.
9. Be able to teach the SSE the correct steps used in the behavioral process and furnish positive feedback/reinforcement.
10. Teach the SSE his/her role as an observer in the behavior process.
11. Exhibit positive expression and ideas, and shall refrain from negative ideas about his/her peers, supervisors, and subordinates. Negative ideas impede the learning process and lead the SSE to develop negative feelings where none would exist otherwise.
12. Demonstrate a positive work ethic at all times.
13. Tell the SSE when he/she is not performing up to par without criticizing, coach educate and train. With the SSE’s input, the mentor shall discuss what is needed, what the goal is, and the proper way to accomplish a task.
14. Improve his/her own skills in order to enhance his/her own ability to coach, educate and train others.