



Mentoring Program Most Frequently Asked Questions

Am I qualified for this program?

The answer is YES you are qualified if you are a professional in the aviation and aerospace community who is passionate about the industry and want to connect, inspire, lead, and empower the next generation of leaders, this is a program for you.

Is the Mentoring Program Agreement required and what is the term?

***Yes it is required.** While the Mentoring Program is voluntary, the agreement is required for both parties to ensure both parties understand the commitments and expectations and must be approved prior to your first meeting.*

The agreement is not a legally binding contract. It will be in place for a period of 12 months and can be renewed automatically at the end of the term. Any party can end the relationship at anytime and you can be matched with another mentee.

Can I mentor multiple mentees?

Yes, if your time permits, you can be matched with multiple mentees.

I decided to join this exciting program, what are my next steps?

We are pleased you decided to join. IAWA, through its generous sponsor of this program – FedEx Express, is facilitating the mentoring program through Qooper, which is a platform that can be accessed through your desktop, laptop, and mobile device to facilitate engagement.

*With your invitation to become a Mentor, you received a link to the website and a code that enables you to log onto Qooper to create your profile. **It is critical that you take the time (approximately 10 minutes) to answer all questions and complete your profile.** Once your profile is created, the matching process can commence. An instructional video on the Qooper platform can be found here: [Qooper Web Platform Overview](#)*

Once I create an account, how am I matched?

Once you create an account and complete your profile, you will receive an email notification from Qooper when you are matched as well as an introduction through the Mentoring Committee.

The Mentoring Committee will match a mentor and mentee pair when sufficient numbers of mentors and mentees are available to facilitate a match.

Once I match with a mentor or mentee, how can I begin to engage?

Once you are matched, Qooper will send you instructions on how to engage. The platform, which can be used on your desktop and mobile device, allows you to set appointments and make phone or video calls.

I already use a scheduling system. Do I need to schedule time through Qooper?

***YES** – you must record the times you meet through Qooper so we can track the times that you meet as this is one of the key metrics of our evaluation of the system. This takes one minute to establish a meeting. [How to create a meeting in Qooper](#). And if you forget to record a meeting, you can backdate a meeting.*

A best practice is to set recurring monthly meetings for you and your Mentee at the beginning of your relationships. These can be adjusted as your schedule requires it.

How much of a time commitment is this?

It varies depending upon the goals that your mentoring pair establishes. We recommend a minimum commitment of meaningful connections of at least 1 hour for your meeting on average a month.

On a monthly basis, Qooper will generate an email notifying you of any new material that could be helpful to you and your mentee. It is recommended that you read it in anticipation of your forthcoming meeting.

What other resources are made available to me in this program?

Qooper solely focuses on providing a platform for mentoring and it is because of the company's specialization that IAWA chose the Qooper platform.

In addition to the matching through AI and tracking engagement, Qooper's library of resources can support you on your mentoring relationship. These resources enable you to start your journey and guide you through the relationship.

The Groups within the Qooper Platform further provide you and your Mentee with the opportunities to connect with others by forming groups, access training and webinars from past IAWA leadership events, and receive news updates.

What can you recommend to me to make this experience a success?

We suggest that prior to your first meeting with your mentee or mentor that you take the time to review their background as well as populate a mentee/mentor questionnaire.

This helps to define what each of you hope to get out of this relationship as well as clearly communicate to one another how each of you might want to engage. We suggest reviewing the starting guide templates in Qooper for your first meeting.

A best practice is to establish a goal by your second meeting and continue to work towards its achievement during your time together.

What if I have technical issues or cannot open Qooper?

For technical issues, please contact Qooper directly at customer-support@qooper.io. For program issues, please contact info@iawa.org, which will route your question to the appropriate member of the Mentoring Committee.

