



# Naval District Washington Mentorship Program Mentor Application Form

Name:	Installation & N-Code:
Job Title:	Supervisor Name:

NDW's Mentorship Program provides opportunities for professional development; assists in attracting and retaining the best and brightest talent in an extremely competitive market; enhances employee job satisfaction; and promotes learning, employee development and job enrichment.

**The following are examples of some skills the NDW Mentoring Program can help strengthen:**

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• <b>Automation Skills</b> <ul style="list-style-type: none"> <li>• MS Office</li> <li>• MS Team</li> <li>• G2/SharePoint</li> </ul> </li> <li>• <b>Communications Skills</b> <ul style="list-style-type: none"> <li>• Business Writing</li> <li>• Email</li> <li>• Public Speaking</li> <li>• Effective Presentations</li> <li>• Persuasive Communications</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Leadership Skills</b> <ul style="list-style-type: none"> <li>• Change Management</li> <li>• Delegation</li> <li>• Team Leader</li> <li>• Supervisory</li> <li>• Managerial</li> </ul> </li> <li>• <b>Professional Development</b> <ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Data Analysis</li> <li>• Critical Thinking</li> <li>• Creative Problem Solving</li> <li>• Project Management</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• <b>Self Management Skills</b> <ul style="list-style-type: none"> <li>• Setting Goals &amp; Priorities</li> <li>• Time Management</li> <li>• Career Planning</li> <li>• Conflict Management</li> <li>• Stress Management</li> <li>• Emotional Intelligence</li> </ul> </li> </ul> |
|---|--|---|

**List the top three (3) areas where you could provide mentoring support:**

1.
2.
3.

## Commitment Statements

I am committed to fully participating in the Mentorship Program and to guiding my assigned protégé.  
I am seeking to use this mentoring opportunity to help strengthen my contribution to NDW.  
I will continue to perform the duties of my current position with excellence.  
I will be a good steward of the time I am permitted to use mentoring my protégé.  
If I need to withdraw from the Mentorship Program, I will promptly communicate with my supervisor, protégé and Mentorship Program POC.

I value the potential of NDW's Mentorship Program support this candidate's application.  
I expect continued excellence from this candidate during their participation in the mentoring program.  
While meeting our mission requirements is our first priority, I will work to ensure an appropriate amount of time is available for their program participation.  
While the expectation is for the candidate to participate for one year, I reserve the right withdraw the candidate if deemed appropriate.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Submit Signed Application to: <https://g2.cnlic.navy.mil/tscnrndw/mentorship>