



The 99s Professional Pilot Leadership Initiative

Fact Sheet

INTRODUCTION

The 99s Professional Pilot Leadership Initiative aims to accelerate the advancement of women in all pilot professions by providing highly motivated 99s members with the tools to develop their careers and leadership abilities, through guided activities and formal mentoring partnerships with experienced women pilot professionals. By helping individual women pilots to advance, and asking them to share this with others, we will build and strengthen the role of women pilots in the aviation-aerospace community.

The cornerstones of The 99s Professional Pilot Leadership Initiative are:

- Highly motivated, high-potential participants who will take full advantage of this opportunity to learn and to share.
- Structured one-on-one mentoring to pass along expertise and support that helps reduce the learning curve and accelerate career development.
- Guided exercises and activities to develop practical, goal-oriented career and leadership skills that can be put to immediate use in career advancement and that build our aviation community.

Starting from the premise that each individual is responsible for her own career advancement, this 12-month program represents the opportunity for **highly committed woman pilot participants** to receive mentoring, learn new career skills, share what they know, and become active participants and leaders in our aviation community. If you are a 99s member currently pursuing or planning to pursue any professional pilot career, you are encouraged to apply.

Note: This is not a job-placement program.

CAPTAIN PHASE

The Captain is the pilot-in-command of her aircraft and crew, and is ultimately responsible for the successful outcome of a flight. Likewise, you are in command of your career. Others will assist you, but you are responsible for your progress and success.

In the five-month Captain Phase of your program, you are the Captain receiving mentoring guidance from a more experienced woman professional pilot (your Navigator, mentor). We will make every effort to match you with a Navigator appropriate to your particular needs and goals. As Captain, you will have the opportunity to learn from the experiences of your Navigator, who will share her own knowledge and insights with you. Your Navigator will also provide guidance as you learn and grow in career skill areas of interest to you.

Through mentoring by a more experienced woman pilot, you will have an opportunity to:

- Learn how to establish and maintain professional mentoring partnerships.
- Explore career options and possible paths to reach your career goals.
- Develop a plan to take the very next steps in your advancement.
- Request and receive useful guidance and honest feedback from an advisor who has “been there, done that.”
- Make a networking connection with someone farther along on the pilot career path.
- Learn practical skills that can be put to use right away in advancing your career.

NAVIGATOR PHASE

Not so long ago, the Navigator would track a flight's position and progress, providing important information to help the Captain keep the flight on course to its destination. Similarly, you can help steer another woman pilot along her path. You will assist her, but she remains responsible for her career progression.

In the five-month Navigator Phase of your program, you are the Navigator mentoring a woman pilot with less experience than you (your Captain, mentee or protégée). We will match you with a Captain for whom your experience will be most beneficial. As Navigator, you will give guidance, support, and encouragement to your Captain as she develops a plan to pursue her goals.

By mentoring another woman pilot, you will have an opportunity to:

- Pass along the mentoring and support you received, or become the mentor you wish you had.
- Share enthusiasm for your pilot career, and catch enthusiasm from another.
- Gain perspective on how far you have progressed, and reinforce your success, competency, and expertise.
- Learn by teaching others, much as flight instructors do.
- Help another woman pilot to avoid mistakes, persevere through difficulties, and reach important goals.
- Build a mutually beneficial relationship with someone who may be in a position to help you in the future.
- Enjoy the success of others, knowing you contributed to making it happen.

LEADER PHASE

The pilot-in-command is Leader of her crew. Good team leaders make good pilots. Leaders may also advance to instructor, check pilot, flight department manager, and executive positions. You can learn or hone your leadership skills by planning and following through to completion aviation activities of interest to you.

In the Leader Phase, which is conducted concurrently with the other two phases, you will undertake activities and projects that will help you develop your leadership, managerial, and organizational skills while making a contribution to the aviation community. You may choose from a list of qualifying activities such as: serving as 99s Chapter Chairman or Chapter Careers Chair, organizing a flying event, conducting a career presentation or safety seminar, and many more. In special cases, a participant may request guidance from the PPLI Program Team in developing activities particular to her circumstances. Each activity and project is rated on a point system based on time commitment and leadership level, with extra consideration given to those conducted through or sponsored by The Ninety-Nines.

The Leader Phase is self-directed but is to be completed within 12 months of starting your program. You will choose your own activities and pacing under the guidance of your Navigator and the PPLI Program Team. You will be expected to provide regular written reports on your progress and upon completion of each activity. To complete the Leader Phase, you must reach the target number of points, submit Leader Activity Reports, and have them approved by the PPLI Program Team.

Through active participation in the aviation community, you will have an opportunity to:

- Enjoy fun activities and share your enthusiasm for aviation with others.
- Hone leadership skills by motivating and organizing individuals and teams.
- Develop careers skills in event planning, public speaking, and written presentations.
- Gain self-confidence, and earn validation as a leader in aviation.
- Build and strengthen your network of people at all levels in aviation.
- Put into practice your networking, mentoring, career development, and leadership skills, thereby advancing your pilot career.
- Make your contribution to increasing the presence of women pilots in the aviation community.

PROGRAM OUTLINE & TIMETABLE

You will be expected to complete all three phases of the program within 12 months. You may apply to begin the program prior to either of the two Mentoring Sessions per year:

Apply by January 10—begin with Session A —continue with Session B —**finish by December 31**

Apply by July 1 —begin with Session B —continue with Session A —**finish by June 30**

Mentoring Session A: February 1 through June 30 Mentoring Session B: August 1 through December 31

The PPLI Program Team will select participants and match mentoring partners for each session. Resources are limited and not all applicants can be accepted. Upon acceptance, you will be scheduled for two consecutive Mentoring Sessions for your Captain and Navigator Phases (you might be a Navigator first and then a Captain). The Leader Phase is undertaken concurrently with the other two phases.

It is most likely that Captain and Navigator mentoring partners will not live near each other. You will be expected to use all available resources, including email, postal mail, telephone, and attendance at regional 99s events, to communicate and interact with your mentoring partner. The PPLI Program Team will attempt to match mentoring partners within the same country; when this is not possible, mentoring will be via email and postal mail only.

APPLICATION & PARTICIPATION CRITERIA

Just as your pilot career does, participation in The 99s Professional Pilot Leadership Initiative demands your considerable, sustained commitment. Please do not apply if you cannot commit fully to the entire three-phase program. To qualify, you must meet these criteria and agree to the following:

- **Duration:** It will take 12 months to complete the entire three-phase program.
- **99s Membership:** You must maintain membership to The Ninety-Nines throughout participation in the program, and have started or be planning on a professional pilot career.
- **Book Purchase:** A cornerstone of the PPLI is a formal mentor program that generally follows the philosophy and guidelines of The Mentoring Group. Each participant must obtain “The Mentor’s Guide,” US\$12 plus shipping from The Mentoring Group, 530-268-1146 or www.mentoringgroup.com.
- **Online Access:** You will need email access to receive periodic communications from the PPLI Program Team and to communicate with your mentoring partners, and web access to obtain program materials on The 99s website.
- **Telephone Calls:** At least monthly, you must communicate with your mentoring partner by telephone, which will likely incur long distance phone charges. These charges will be shared between mentoring partners by mutual agreement. (An exception is made when your mentoring partner is not in your country.)
- **Commitment to Mentoring and Career Development Activities:** It takes time and effort to build mentoring partnerships and learn new skills. During the two 5-month Mentoring Sessions of your Captain and Navigator Phases, we require a minimum of three communications per month, via email or telephone, with your mentoring partner. At least one of these must be a 20-30 minute telephone call (except when your mentoring partner is not in your country). In addition, you will be asked to complete readings and exercises. Plan to spend at least 4 hours per month on these mentoring and career development activities.
- **Commitment to Leadership Activities:** When it comes to leadership, you learn by doing. Plan to spend 2-8 hours per month on your Leader Phase activities and projects, which are undertaken concurrently with your Captain and Navigator Phases.
- **Professionalism and Discretion:** All parties are asked to respect confidentiality with sensitive personal information shared by mentoring partners.

FAQs

Q: At this stage in my life, I'm ready to help others. Can I simply be a mentor to another woman pilot?

A. YES, you can be a mentor or “Navigator.” Please complete the “Navigator Only” Application or contact the PPLI Program Leader at Mentoring@Ninety-Nines.org And, thank you!

Q: I really need some mentoring right now. Can I just complete the Captain Phase?

A. No. This program aims to help individuals and also to build our community of women pilots. To achieve those ends, we will consider only applicants who are willing to commit to the entire three-phase program.

Q. Can I pick my own mentoring partner, someone I know or who lives nearby?

A. No, we will match mentors, selecting the Navigator who can best assist the Captain. Consider this an opportunity to meet new people and expand your network. Also, an important aspect of this program is to teach you about mentoring so that you can develop additional partnerships beyond those established in the PPLI.

Q. What if I have problems with my mentoring partner?

A. This program is an opportunity for your growth and development, and you should carefully consider that in the unlikely event you do not like your mentoring partner you may still be able to work with and learn from her. If the problem is serious, you may request assistance from the PPLI Program Team.

Q. What if I have a major scheduling issue, such as a lengthy flight training course or a new baby?

A. If you anticipate undertaking a major commitment, such as lengthy (4-6 weeks) flight training for a new aircraft or a new addition to your family, please delay your application until the next session. Unexpected scheduling conflicts will be handled on a case-by-case basis by the PPLI Program Team.

Q. Will my mentor help me get a job?

A. This is not a job-placement program. Your mentor is a guide, not your “in” at a particular company. You are expected to learn how to help yourself and acquire the skills and knowledge to advance towards your career goal. Keeping your own “life’s job” in perspective will get you farther in the long run.

Q. Is the relationship with my mentoring partner open-ended?

A. The structured mentoring session ends after five months. At that time, you may continue in your mentoring relationship by mutual agreement, but keep in mind that this is not required of either one of you.

Q: I am financially strapped. How can I afford to participate?

A. You will be getting many benefits from this program. Only you can weigh those benefits against the time, effort, and cost to participate. Think of it as a training investment that will pay you large future dividends. And, here are some cost-saving ideas:

- A limited number of PPLI Scholarships are available to cover the cost of “The Mentor’s Guide.” You may request consideration for a scholarship on the Application form.
- Free or low-cost email accounts are available through Juno, Yahoo!, and others. Your public library may have free or low-cost computer usage that provides web/email access.
- Plan to make your long-distance telephone calls on evenings and weekends.
- Ask your 99s Chapter if they can support your participation with a scholarship.

ADDITIONAL INFORMATION

To reach the PPLI Program Leader, write to: Mentoring@Ninety-Nines.org. The 99s Professional Pilot Leadership Initiative is a project of The 99s International Careers Committee: Careers@Ninety-Nines.org.

APPLY

If you are a 99s member pursuing or planning any professional pilot career and meet the requirements outlined in this Fact Sheet, you are encouraged to apply to the 99s Professional Pilot Leadership Initiative.

The Application is available at www.ninety-nines.org/careers/. It takes only about 30 minutes to complete.

The next application deadline is January 10



The 99s Professional Pilot Leadership Initiative Application

The 99s Professional Pilot Leadership Initiative aims to accelerate the advancement of women in pilot careers by providing highly motivated 99s members with the tools to develop their pilot careers and leadership, through guided activities and formal mentoring partnerships with women pilot professionals. *See Fact Sheet for program outline and application criteria.*

The information you provide will facilitate our selection and mentor matching processes and may be shared with your mentoring partners. *Please mail original and four copies (plus optional resume) to:*

Laura Smith, PPLI Program Leader, 789 W. Creekbend Drive #2603, Salt Lake City, UT 84119 USA

Submission deadline is January 10

CONTACT INFORMATION

Name

Mailing Address

Email Address

Home Phone

Cell Phone

99s Chapter / Section

Citizenship

PILOT QUALIFICATIONS & EXPERIENCE

Current Pilot Position: employer, years at this company, aircraft, and position (pilot, co-pilot, chief pilot, check airman, designated examiner)

Flight Certificates and ratings (specify U.S., Canadian, etc.)

Certificates or ratings in progress and expected completion date

Flight Experience

Total:

PIC:

Multi:

Other:

List aircraft with more than 500 hours time in type

Briefly describe any inflight emergencies and outcome

Education: highest degree achieved and school (Students: list degree program, school, GPA, expected graduation date)

Past Pilot Positions: employer, years at company, aircraft, position (pilot, co-pilot, chief pilot, check pilot, designated examiner) –OR– describe pilot career progression/experience (airline, corporate, military, etc.)

a.

b.

c.

Non-Pilot Positions held in the past which helped me obtain a pilot job

Scholarships, awards, and recognition in aviation

Career Achievements and successes (briefly describe what you are most proud of)

PERSONAL TIME, ACTIVITIES, & CHALLENGES

Participation in The Ninety-Nines, past and current (offices held, committees, international conferences and section meeting attendance)

Participation in other aviation, professional, or community organizations

Other interests, sports, hobbies, leisure time activities

Briefly describe your current family situation and plans for the future – spouse or partner? children?

Briefly describe any unique challenges or difficulties that you think might affect your career or your participation in this program. Examples might include: health issues or disabilities, family obligations or concerns, personal debt, concerns relating to minority group status, citizenship and foreign worker issues, job termination, furlough, driving record, or aviation record of failed written exams, checkrides, accidents, incidents, or violations. (Please be candid, but brief. This information will help us select mentoring partners for you).

SKILLS EVALUATION & MENTORING EXPERIENCE

Please evaluate your ability and interest in the following areas

1 = *I want to improve my ability in this skill area*

3 = *I have some competency in this skill area*

5 = *I want to share with others my expertise in this skill area*

blank = *I am not interested in this skill area*

Technical competence	1	2	3	4	5
Personal presentation and image	1	2	3	4	5
Keeping organized records	1	2	3	4	5
Resume / application preparation	1	2	3	4	5
Interview preparation	1	2	3	4	5
Surviving difficult training course	1	2	3	4	5
Checkride preparation	1	2	3	4	5
Adaptation / coping skills	1	2	3	4	5
Handling setbacks	1	2	3	4	5
Written communication skills	1	2	3	4	5
Public speaking	1	2	3	4	5
Balancing work and personal demands	1	2	3	4	5
Working with a difficult co-worker	1	2	3	4	5
Managing time and energy	1	2	3	4	5

Decision-making skills	1	2	3	4	5
Using feedback to improve performance	1	2	3	4	5
Managing stress	1	2	3	4	5
Networking	1	2	3	4	5
Goal-setting and planning	1	2	3	4	5
Communication and listening skills	1	2	3	4	5
Training and developing others	1	2	3	4	5
Evaluating and critiquing others	1	2	3	4	5
Team-building	1	2	3	4	5
Conflict resolution	1	2	3	4	5
Leadership skills	1	2	3	4	5
Advancement to leadership / management positions	1	2	3	4	5
Other:	1	2	3	4	5
Other:	1	2	3	4	5
Other:	1	2	3	4	5

Describe your ability to accept criticism and feedback

Describe any experience you have with mentoring partnerships or formal mentor programs

Describe what you are looking for in a mentor

Describe what you are looking for in a mentee (or protégée)

Describe what you hope to achieve through this program

GOALS

Immediate Goals, the very next steps I am planning to advance my pilot career

Perceived Challenges to achieving these goals

Long-Term Goals in aviation (specify if these have not been decided yet)

Long-Term Goals for my life as a whole (specify if these have not been decided yet)

Perceived Challenges to achieving these goals

AGREEMENTS

I have thoroughly reviewed the Fact Sheet and agree to maintain the required participant criteria. Yes No

I will commit the time and effort necessary to fully participate in the entire three-phase 12-month program, as outlined in the Fact Sheet. Yes No

I have the financial means to fully participate, including paying for 99s membership, email account, long distance phone calls, and written materials. Yes No

Check here to receive consideration for a scholarship to cover the cost of the required written materials (only). Proof of financial need will be requested.

Do you anticipate anything that may interfere with your ability to maintain your commitment to this program? Yes No

Signature: _____ Date: _____

If you have one, you may include a copy of your resume with this Application (strictly optional).