

Mentoring Program

MENTOR INDUCTION



Welcome & Introduction

“Our mission is to promote and develop
excellence in concrete research, technology,
application, design and construction”

excellence in concrete

Overview

- Definitions
- Role of the Mentor
- Being a Good Mentor
- Beginning the Mentoring Relationship
- Time Commitment
- The Mentoring Agreement
- Your First Meeting
- Evaluation Process
- Support, Guidance and Grievances
- Concluding the Program
- Related Documents

Definitions

Mentoring

A supportive two way learning relationship between individuals

Mentor

An individual who teaches or provides help and advice

Mentee

An individual seeking guidance and support from another

Mentoring Agreement

The agreed goals, ground rules and expectations of the relationship

Mentoring Period

A 12 month commitment to the relationship

Program Coordinator

Your guide throughout the duration of the program

Role of the Mentor

- Draw on skills, experience & knowledge
- Be a role model
- Be a sounding board
- Share your experiences
- Assist in making decisions



Good Mentors will:

- Share previous experience, skills and knowledge
- Listen effectively
- Be consistent and reliable
- Be patient and positive, let the Mentee drive the relationship
- Motivate and inspire your Mentee as a role model
- Use practical examples
- Provide direct and honest feedback
- Be prepared to admit they don't have all the answers
- Learn from their Mentee

What's In It For Me?

- Personal satisfaction
- Develop leadership and communication skills
- Exposure to new ideas and concepts
- Widen professional network
- Earn CPD Points

How Pairings Were Matched

- Experience and areas of expertise
- Professional goals, skills and knowledge
- Sub Committee of fellow industry professionals
- Awareness of differences
- Understanding and tolerance



Time Commitment

- 12 Month Mentoring Agreement
- Face to face meetings every 6-8 weeks
- 1 hour meeting duration
- Phone contact every 2-4 weeks
- Email contact as required
- Be flexible and understanding – everyone is busy




Mentoring Agreement

- Mentee and Mentor goals
- Ground rules and expectations
- Frequency and methods of contact
- Meeting logistics
- Confidentiality requirements
- How goals will be achieved
- Duration of the relationship (12 months)



First Meeting

- Get to know each other
 - Complete the Mentoring Agreement
 - Remember – Your Mentee may be shy
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Possible ice breakers –

- What has been your Mentee's career history to date?
- What is your Mentee's typical work day?
- What aspects of your Mentee's role do they like or dislike?
- What aspects of your Mentee's role are they good at or need to work on?
- How well does your Mentee think study has prepared them for working in the industry?
- What are your Mentee's long term goals?
- Give the relationship time to develop

Evaluation Process

- **6 Month Evaluation**
 - Evaluate your Mentee
 - Evaluate the Mentoring Relationship
 - Evaluate the Program
- **12 Month Evaluation**
 - Evaluate the Mentoring Relationship
 - Were the goals achieved?
 - Program expectations



Contact the Program Coordinator at any time

Support, Guidance & Grievances

- The Program Coordinator is available to assist
- Contact the Program Coordinator as soon as issues arise
- Grievances should be discussed internally
- A Grievance Form is available
- A new pairing can be made



Concluding the Program

- Formal agreement expires
- Stay in contact
- Ongoing relationship is encouraged
- Continue to develop professionally



Related Documents

- Program Guidelines
- Induction Presentation
- Mentor Application Form
- Guide to Being a Good Mentor
- Mentoring Agreement (template)
- Mentoring Relationship Evaluation & Feedback Form (6 Months)
- Mentoring Relationship Evaluation & Feedback Form (12 Months)
- Mentoring Program Evaluation & Feedback Form
- Grievance Form



Key Messages - Summary



- Know your role – Be patient and understanding
- Honour your commitment and respect your Mentees commitment
- Refer to the Mentoring Agreement
- Prepare for meetings
- Reflect and evaluate
- Seek guidance
- Stay in contact

Information & Support

For more information or to discuss any issues that may arise, please contact the Program Coordinator

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