

Mentoring Program

Program Guidelines

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MENTORING PROGRAM GUIDELINES

Introduction

The Concrete Institute of Australia Mentoring Program pairs experienced Members in the concrete industry with Members of less experience, and provides an opportunity for both parties to expand their professional development and industry knowledge.

While the primary goal of the program is to increase the knowledge and development of the Mentee, the Mentoring Relationship is a two way relationship and Mentors also have the opportunity to learn from their Mentees.

Definitions

Mentoring is a supportive learning relationship between an individual who shares knowledge, experience and wisdom with another individual who is ready and willing to benefit from this exchange, to enrich their professional journey.

A **Mentor** is someone who teaches or gives help and advice to a less experienced and often younger person.

A **Mentee** is person seeking guidance and support from another more experienced person in relation to achieving particular goals or development.

The **Mentoring Agreement** is the written agreement parties are required to enter into outlining the goals, ground rules and expectations of the Mentoring Relationship.

The **Mentoring Period** is the 12 month period that the parties commit to the Mentoring Relationship. At the end of the Mentoring Period the parties may wish to continue the relationship on an informal basis.

The **Program Coordinator** is the Concrete Institute staff member assigned to oversee the Mentoring Program and assist participants to achieve their specified goals.

The **Mentoring Program Sub Committee** is appointed by the Membership Committee to match mentoring pairs and to supervise and evaluate the Mentoring Program.

The **Membership Committee** has overall responsibility for the Mentoring Program and reports to Council on the progress of the Mentoring Program.

Who Can Participate?

The Concrete Institute of Australia Mentoring Program is open to all interested parties from within the Membership. It is open to Individual, Individual Young, Retired, Life and Honorary Members as well as all listed Representative Members of Company and Academic Members. The Mentoring Program is not open to Student Members.

There are no age restrictions on being a Mentor or a Mentee. Pairings are based on the Mentors ability to assist the Mentee to achieve their goals. It may be the case that the Mentor is younger or of a similar age to the Mentee.

Role of the Mentor

The role of the Mentor is to use their skills, experience and knowledge to assist the less experienced Mentee to expand their knowledge of the concrete industry and industry practices, and to gain confidence to develop networks and connections.

A Mentor acts as a role model, a sounding board for ideas, provides insight and guidance and assists the Mentee to network with relevant individuals and groups. A Mentor should willingly share their experience and knowledge to assist the Mentee to make their own decisions about their career and industry development.

What's in it for the Mentor?

- Develop leadership and communication skills
- Exposure to new ideas and concepts
- Widen professional network
- Satisfaction from being able to contribute to the development of emerging industry professionals through the sharing of experience and knowledge
- Earn CPD Points

Role of the Mentee

The role of the Mentee is to embrace the opportunity available by actively seeking advice and guidance from their Mentor in the development of their career and industry knowledge. It is important for the Mentee to drive the Mentoring Relationship.

Mentees should listen to, but also question their Mentor and reflect on matters discussed in order to make their own decisions and form their own opinions. Mentees should also be open to share their knowledge with their Mentor in areas in which they are more experienced.

What's in it for the Mentee?

- Increase understanding of the concrete construction industry
- Develop communication skills
- Assistance with goal setting and career development
- Widen professional network
- Build professional confidence and self-esteem
- Earn CPD Points

Role of the Institute

The role of the Concrete Institute of Australia is to match pairs and assist them in the successful development of the Mentoring Relationship. The Institute will provide induction information and ongoing support to participants through the Program Coordinator.

Application, Matching & Evaluation Processes

All prospective Mentors must complete an application on the prescribed form outlining their experience and areas of expertise, including previous mentoring experience. They also need to indicate their availability regarding time and locations.

All prospective Mentees must also complete an application on the prescribed form outlining the areas they wish to expand their knowledge in, and the goals they are looking to achieve. They also need to provide details of their experience and areas of expertise as well as their availability regarding time and locations.

Pairs are matched by the Mentoring Program Sub Committee which endeavours to ensure that Mentees are paired with Mentors who have the knowledge and experience to assist the Mentee to achieve their goals, while taking into account the location and availability of each party.

Each party in the Mentoring Relationship is required to complete an evaluation form after 6 months and again after 12 months.

What is the Time Commitment?

Prior to pairing, Mentors and Mentees are required to undertake an induction process which will outline the program goals and processes. This will be conducted via a short 13 minute webinar.

Once paired Mentors and Mentees will need to enter into a Mentoring Agreement which will specify the agreed level of contact, and note that each party will need to commit to a 12 month Mentoring Relationship. The Institute recommends a contact schedule of:

- Induction webinar (compulsory)
- Face to face meetings every 6-8 weeks (approx. 1 hour) at mutually agreed locations
- Phone contact every 2-4 weeks
- Email contact on an ad hoc basis

Mentoring Agreement

As with all relationships successful Mentoring requires a genuine commitment to the relationship from both parties and must be based on trust, respect and open communication.

Mentors and Mentees are required to discuss and enter into a Mentoring Agreement which specifies the goals, ground rules and expectations of the Mentoring Relationship with the intent of reducing the possibility of misunderstanding.

The Mentoring Agreement will outline the proposed:

- Mentee and Mentor goals
- Ideas on how goals will be achieved and success will be measured
- Duration of the relationship (12 months)
- Frequency and methods of contact
- Meeting logistics
- Confidentiality requirements

Either party may dissolve the Mentoring Relationship at any time however the Institute encourages the parties to discuss, and attempt to resolve, any issues that may arise.

Support, Guidance and Grievances

The Program Coordinator is available to assist current and prospective Mentors and Mentees in getting the most out of the Mentoring Relationship.

If a grievance develops within the Mentoring Relationship, Mentors and Mentees should discuss the issues in an open and honest manner and attempt to resolve them internally. Should this be unsuccessful the issues should be referred to the Program Coordinator. The Program Coordinator will investigate and recommend a course of action to remedy the situation.

If a Mentoring Relationship is dissolved for any reason the Program Coordinator will endeavour to rematch the Mentor and Mentee with suitable partners as soon as possible.

Related Documents

1. Mentoring Program Overview
2. Mentor Application Form
3. Guide to being a good Mentor
4. Mentee Application Form
5. Guide to being a good Mentee
6. Mentor Induction Presentation
7. Mentee Induction Presentation
8. Mentoring Agreement (template)
9. Mentor Evaluation & Feedback Form (6 months)
10. Mentor Evaluation & Feedback Form (12 months)
11. Mentee Evaluation & Feedback Form (6 months)
12. Mentee Evaluation & Feedback Form (12 months)
13. Grievance Form

[Mentoring Program documents](#) are available via the Institute's website.

More information

For more information please contact the Program Coordinator:

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