

# Mentoring Program

## MENTEE 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 Mentee
- Being a Good Mentee
- 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 Mentee

- Be proactive
- Seek advice
- Drive the relationship
- Listen
- Question
- Share your experiences



# Good Mentees will:

- Drive the relationship and identify goals
- Be prepared and respectful
- Listen and reflect
- Understand the role of the Mentor
- Be open to sharing knowledge
- Be honest and accept constructive feedback
- Not be shy - Remember the Mentor wants to help
- Share their successes
- Make their own decisions

# What's In It For Me?

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

# How Pairings Were Matched

- Experience and areas of expertise
- Professional skills and knowledge
- Mentoring and coaching experience
- 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 Mentor wants to be there

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## Possible ice breakers –

- What has been your Mentor's career history to date?
- What is your Mentor's typical work day?
- How has training and further study assisted in the development of the Mentor's career?
- What would the Mentor have done differently?
- How has your Mentor's work changed over time?
- What are your Mentor's long term goals?
- What have been the key challenges in your Mentor's career?
- What motivates the Mentor?
- Give the relationship time to develop

# Evaluation Process

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- **6 Month Evaluation**
  - Evaluate your Mentor
  - 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
- Mentee Application Form
- Guide to Being a Good Mentee
- 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 – Drive the relationship
- Honour your commitment and respect your Mentors 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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