

# Constructive Mentoring Program

## 2017 Constructive Mentoring Program Program Information

The Victorian Chapter's Constructive Mentoring Program aims to provide personalised guidance and support to young architectural graduates and those re-entering the workforce from a mentor drawn from the architectural profession. The Victorian Chapter offers a 12 month program and will match a practising architect mentor with individual members who wish to gain a broader perspective on the architectural profession.

### Conditions of Participation

The conditions of participation in the Constructive Mentor Program are that both mentors and mentees are to be members of the Australian Institute of Architects and must maintain membership throughout the duration of the program:

- **Mentors** are to be Member Level 1 members of the Australian Institute of Architects residing in Victoria with a minimum of four years post graduate experience.
- **Mentees** are to be recent Graduate Institute members or mature age female Institute members re-entering the workforce, who have not previously been involved in the program.

### Program Structure

There are two main components to the Constructive Mentoring Program (CMP):

#### One-to-One Mentoring

The major component of the program is formed by regular mentoring sessions between you and your mentoring partner.

Sessions can be held via phone, online (chat or email), or face-to-face. Between meetings you are also free to contact each other, where necessary.

It is up to partners to determine the nature and structure of meetings based on expectations and schedules.

Meetings are confidential and should focus on anything and everything to do with the mentee's personal and professional development.

#### Facilitated Sessions

Across the length of the program there are a number of sessions where participants are brought together as a group.

The first is an introductory meeting where you are formally introduced to the program and your mentor/mentee.

Throughout the year we have up to 3 extra speaker events, with topics are relevant to the interests of both mentees and mentors.

We also support and encourage mentees/mentors meeting as separate groups to provide peer support and learning.



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## Mentees

### What are the benefits?

- The opportunity to learn from the experience of others
- The chance to talk to your mentor when you've hit a roadblock and you need someone to give you unbiased feedback
- A place to go for enhanced clarity and direction
- A sounding board for issues important to you
- Increased confidence and a positive mental attitude
- Improved communication, presentation, and time-management skills

### What makes a successful mentee?

- Follow through with agreed upon activities
- Take responsibility for actions and decisions
- Listen effectively
- Demonstrate honesty
- Demonstrate openness to feedback
- Take action when required
- Want to have a mentor

### What's expected of me?

- Define clear expectations with your mentor about the nature and structure of the relationship (i.e. desired outcomes, how often to meet, number of meetings, etc). It is important to determine the desired outcome of the relationship for both the mentee and the mentor from the beginning.
- Scheduling meetings, agree up front how often to meet and determining how to stay in touch between meetings
- Respect the time and investment of the mentor
- Identify discussion topics that address developmental needs
- Maintain confidentiality
- Use the relationship to make positive changes
- Accept constructive feedback.



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## Mentors

### What are the benefits?

- Develop and demonstrate leadership capabilities while helping others
- Establish a legacy and influence the industry through the sharing of ideas and experiences
- Learn from others who differ in interpersonal and/or cognitive style, as well as gender, culture, ethnic group or work speciality
- Use your creativity in generating options and solutions to the challenges presented by the mentee
- Share & gain access to experiences that are not available in your usual channels of communication

### What makes a successful mentor?

- Effective listening skills
- Honest and trustworthy
- A willingness to provide time, guidance, support, & encouragement
- Ability to establish open dialogue on real issues
- Able to communicate ideas effectively
- Are open minded
- Have an interest and motivation to mentor

### What's expected of me?

- Be open and honest with the mentee
- Collaborate with the mentee to determine the relationship expectations
- Respect the mentee's time and the expectations & commitments set during the initial meeting
- Take an interest in the mentee's development needs:
  - Share job experiences and learnings
  - Suggest developmental opportunities
  - Provide feedback around day to day performance
  - Share and recommend professional publications and courses
- Assist mentees in the learning & solution process vs solving a problem for the mentee
- Maintain trust & confidentiality.

