

# Constructive Mentoring Program

## 2018 Constructive Mentoring Program

This annual program aims to provide personalised guidance and support to architectural graduates and those re-entering the profession from a mentor drawn from the architectural profession. The Victorian Chapter matches practising architects with those seeking to gain a broader perspective on the profession through the sharing of business and personal experience.

### 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. Find out what works for both you, form an agreement and try to stick with it.

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 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.



# Responsibilities and Expectations

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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.

# 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.

