



MENTORING PROGRAM  
GUIDELINES FOR CHAPTERS

# NAWIC Chapter Mentoring Program Guidelines -

A voluntary program for chapters to adopt and offer.

## **Program Objectives**

- The goal of the NAWIC mentoring program is to provide a way for NAWIC members to connect and learn from each other.
- By connecting a mentor and a mentee in an organized manner, members can develop personal and career skills, and enhance the value of membership.
- Both the mentor and the mentee will learn from each other as each person has skills and experience to share. The beauty of the program is that both will benefit...it is not a one way "learn from the mentor" program. The program will give both individuals the opportunity to share, educate, and inspire.

## **How the Program works:**

### **1. The program should be adopted on the chapter level.**

That is, the chapter board should affirm that:

- A mentoring program is desired.
- Possible start up funds to be agreed upon.
- A committee or task force be formed.
- Promote that the program is free to members.
- Suggested time line: 6 month program; (select what month to start the program)

**ACTION:** Do a quick survey of the membership to determine interest. Do they want to be a mentor or mentee?

### **2. Agreed there is INTEREST?**

Next step - Form a small committee (include a board member, a couple of general members and the Immediate Past Chapter President; or if you have an Emerging Professionals committee, they could take this on.)

In addition, consider asking the Board if they are willing to be mentors.

### **3. Committee responsibilities:**

- Promote the creation of a mentoring program.
- Send out "Call for Mentors" with short description/expectations, application and deadline to apply.
- Send out "Call for Mentees" with short description, application and deadline to apply.
- Maintain list of all mentors and mentees.
- After receiving all applications/profiles, committee to match mentor and mentee.
- Notify both parties and give guidelines for how they communicate.
- Plan a mentoring get together of all participants (Informal meet and greet which can be done 1/2 hour before a chapter meeting.)
- Be available if concerns arise and mentee/mentor needs to be changed (Be sure to advise everyone that if there are concerns about the "match," they should contact someone on the committee about making a change.)
- Notify your National Director as well as the NAWIC office ([crissy@nawic.org](mailto:crissy@nawic.org)) that your chapter is starting a mentoring program.

# NAWIC Chapter Mentoring Program Guidelines, continued

## 4. Program Design:

Determine length of program: Suggest commitment of six months for the program. After six months, send quick survey to participants to gather feedback and suggestions for improvement.

- Mentors can re-sign up to serve again; determine if mentees can too (get a different mentor.)
- Set dates to start the program again; Confirm with mentors if they want to continue as mentor again; Do a call for additional mentors if needed.
- Consider having a panel program at the end of the 6-month program for a chapter meeting - promote the program, get testimonials, have participants share success/benefits and offer suggestions for improvement.

## Thoughts about a mentor:

- **Expertise.** Do they have experience and skills you want to emulate?
- **Openness.** Are they willing to listen to what you need or do they just like to talk about themselves and their past? You want someone who is willing to invest in you personally.
- **Wisdom.** Fundamental to what we look for in a mentor is someone who has not only knowledge, but wisdom. A deeper, broader perspective on the world and insight into life.
- **Availability.** Do they have time to spend with you? While it doesn't need to be a heavy investment, they should be able to meet regularly and be available for occasional counsel.
- **Generosity.** Are they willing to share their experience and connections with you?
- **Honesty.** Are they willing to be open about their own mistakes and forthright in their feedback to you?
- **Reputation.** Are they respected by those around them? Do others benefit from their influence?

**Mentor/Mentee profile and application forms are included in this document.**



## Mentor Profile

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Best way to reach me is (email, text, phone call): \_\_\_\_\_

How long have you been a NAWIC member: \_\_\_\_\_

How many years have you worked in the construction industry: \_\_\_\_\_

Areas of work experience/expertise/skills:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Provide any additional information that you feel may be helpful when matching you to your mentee:

\_\_\_\_\_  
\_\_\_\_\_

Best time to meet/talk: Day \_\_\_\_\_ Evening \_\_\_\_\_

Hobbies: \_\_\_\_\_

List two strengths you will bring to the mentoring relationship:

1. \_\_\_\_\_

2. \_\_\_\_\_

Agreement and Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Mentee Profile

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Best way to reach me is (email, text, phone call): \_\_\_\_\_

How long have you been a NAWIC member: \_\_\_\_\_

How many years have you worked in the construction industry: \_\_\_\_\_

Areas of work experience/expertise/skills:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

What are you looking for in a mentor? (type of guidance, specific skills or position of mentor, NAWIC information, personal development):

\_\_\_\_\_

\_\_\_\_\_

Best time to meet/talk: Day \_\_\_\_\_ Evening \_\_\_\_\_

Hobbies: \_\_\_\_\_

List two strengths you will bring to the mentoring relationship:

1. \_\_\_\_\_

2. \_\_\_\_\_

Agreement and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



Application for Mentor

Deadline to Return: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

How many years have you worked in the construction industry: \_\_\_\_\_

Do you have the time to be a mentor? (1 - 2 hours per month): Yes \_\_\_\_\_ No \_\_\_\_\_

What special experience do you have that could be helpful to others?

\_\_\_\_\_  
\_\_\_\_\_

What work skills do you have?

\_\_\_\_\_  
\_\_\_\_\_

What would you enjoy helping someone with the most?

\_\_\_\_\_  
\_\_\_\_\_

Are you willing to meet/talk with your mentee at least once a month for the duration of the mentor program? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send this application to: \_\_\_\_\_



Application for Mentee

Deadline to Apply: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

How many years have you worked in the construction industry: \_\_\_\_\_

What type of mentor/knowledge are you seeking? (Ex: experience with NAWIC, specific work skills, advice with life skills/balance/career, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Please describe your ideal mentor.

\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain from this experience? List three things you would like your mentor to provide.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else you would like us to know about you that will help us make a good match?

\_\_\_\_\_  
\_\_\_\_\_

Are you willing to meet/talk with your mentor at least once a month for the duration of the mentor program? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this application to: \_\_\_\_\_

\_\_\_\_\_

# Guidelines/Expectations of a Mentor

## **Mentor Roles and Responsibilities**

- Be proactive in setting up meetings/phone calls on monthly basis with mentee.
- Listen carefully to mentee and respond to concerns, ideas, and aspirations item by item.
- Treat conversations as confidential and with respect, thereby building a level of trust.
- Encourage mentee to show initiatives, explore options, and share ideas with you and others.
- Maintain consistent contact to help the relationship develop, listen with empathy, be open-minded and provide encouragement.
- Follow through on communications and provide emotional support and frequent communication.
- Alert mentee to developing opportunities, share information on own successes and failures, and give feedback when needed.

## **Helpful Guidelines to be a Successful Mentor**

Listen: being a sounding board helps the mentee become a more effective problem solver in explaining the situation and discussing solutions. When you listen, you promote the mentees ability to dissipate their negative feelings and to move forward with problem solving.

Give Feedback: when she explains a problem, it will contain facts and feelings - giving feedback on the whole issue lets the mentee know you understand that she is not alone. Providing information and ideas is helpful after you have listened and clarified emotional difficulties - timing is everything.

Permission and Encouragement: before a person can make an important behavior change they sometimes need "psychological permission" from an authority figure. Help the mentee to explore options and brainstorm.

Accept Limitations: it is acceptable and earns trust to admit to the mentee that you are not comfortable and/or experienced in providing support with a given circumstance; consider referring your mentee to others.

Accountability: honor your commitments to the mentee and be a model for behavior.

Confrontation and Advice: use caution when telling mentee how to behave or how you would solve a problem. It is an art to give a clear and non-judgmental description of what you see and not damage the mentees self-image or the relationship. By giving advice, you might shift the responsibility for making a decision.

# Guidelines/Expectations of a Mentee

## **Mentee Roles and Responsibilities**

- Recognize that the relationship is dependent on your ability to be open-minded to the mentor's input and concerns.
- Appreciate the mentor's insight but understand that you should not feel a sense of inferiority or awkwardness. Remember, you have much to share with your mentor, too.
- Learn and practice self-reflecting and self-empowering behaviors.
- Be willing to discuss goals, failures or concerns.
- Recognize that mutual respect and openness is required.
- Initiate frequent contact with your mentor.
- Be on-time and prepared for the discussions.

## **Helpful Guidelines to be a Successful Mentee**

Initiate: it is your responsibility to make it happen. Be proactive in establishing goals and researching solutions on your own; discuss your findings with your mentor.

Communicate: listen carefully; try not to interrupt and avoid developing your response before all of the information has been provided; ask questions when you don't understand something being said by the mentor.

Process: take notes and review the information; ask yourself how the context applies to you. Avoid being judgmental or dismissive with yourself AND your mentor. Remember, they are there to help you.

Practice: Incorporate new behaviors and approach situations with self confidence.

Review: Look at your actions in an honest manner with your mentor. Be patient with yourself and set realistic expectations.

### **Resources:**

NAWIC website: Toolbox