



# MENTORING PROGRAM

## SESSION GUIDE: MEETING STRUCTURE

### HOW TO GET THE MOST OUT OF YOUR MEETINGS

By now you will have made contact with your mentee/mentor and arranged your first meeting. During your first meeting, you may agree to meet every 6 weeks during the mentoring period.

Here are some suggestions around how your meetings could be structured:

#### **First Meetings: The Meet and Greet**

You could discuss:

- Your expectations for the mentoring relationship.
- Establish frequency and mode of contact.
- Your background, career progression, how you got to where you are today, what you wish you could have done differently.
- Your personal and professional interests, establish commonalities.
- Agree a date for the second meeting.

#### **The Next Level: Setting Goals and Building Trust**

Mentors and Mentees can build trust in their relationship by:

- ✓ showing interest,
- ✓ responding to communications in a timely manner,
- ✓ but also being conscious that your mentor(ee) are busy professionals,
- ✓ and importantly, by being honest with each other.

You could discuss:

- What stage of career is your mentee/mentor at?
- What are your next career goals?
- Where do you see yourself in 2, 5, 10 years time?
- How can you achieve that, how can your mentor guide you?

- Your mentor could help you by guiding you to resources, articles, journals, people, or by imparting their own knowledge and experience and asking thought-provoking questions.
- Mentors could inspire mentees by sharing their personal vision or sharing mistakes and valuable lessons learned along the way.

### **Regroup and Assess: Developing the Relationship**

This meeting may involve:

- The meaningful discussion and application of new approaches, different ways of thinking, insights into the various sides of the construction industry.
- Your mentor(ee) may feel comfortable now to challenge the way you approach problems or different scenarios.

**Challenges may arise at this point.**

With time and energy at a premium, perhaps you are not meeting as regularly as you had hoped. You could aim for shorter interactions via video chat or telephone rather than setting aside a full hour.

You may wish to assess how the mentoring relationship is progressing. Are you both benefiting from your time together? What could be adjusted? Be kind but honest with each other.

### **Future Planning, Outcome Review and the Final Meeting**

This meeting may involve:

- Reflecting on the mentoring relationship this year, achievements and lessons learned.
- Review of the mentees progress towards their goals, what still needs to be done and extra support that might be needed from other sources.
- Discussing your plans for the following year and into the future.
- Expressing gratitude to each other for the time and energy committed this year!
- Note that there is no expectation or requirement for the relationship to continue any further once the Mentoring Program closes. Any agreement to do so is only between the mentor and mentee.

**There are no hard and fast rules here!**

The SoCLA Mentoring Program is intended to be flexible and informal to allow our busy professionals to freely adapt and adjust expectations.

**If things are not working as expected**

Please reach out to your Mentoring Program Manager to see what solutions can be found.