



## ASCE Orange County Mentorship Program

### Guidelines for Mentoring Relationships and Meeting Topics

| General Guidelines  |   |
|---|---|
| Mentor  | Protégé   |
| <ul style="list-style-type: none"> <li>Develop a plan for mentoring relationship with individual</li> </ul>   | <ul style="list-style-type: none"> <li>List your personal, professional and career development goals</li> </ul>   |
| <ul style="list-style-type: none"> <li>Establish and measure progress of agreed upon objectives. Establish schedule, location and timeline to meet</li> </ul> | <ul style="list-style-type: none"> <li>Establish and measure progress of agreed upon objectives. Establish schedule, location and timeline to meet</li> </ul> |
| <ul style="list-style-type: none"> <li>Be flexible</li> </ul>   | <ul style="list-style-type: none"> <li>Be flexible</li> </ul>   |
| <ul style="list-style-type: none"> <li>Understand framework for the mentoring relationship</li> </ul>   | <ul style="list-style-type: none"> <li>Understand framework for the mentoring relationship</li> </ul>   |
| <ul style="list-style-type: none"> <li>Share your interests and experiences</li> </ul>  | <ul style="list-style-type: none"> <li>Share your interests and experiences</li> </ul>  |
| <ul style="list-style-type: none"> <li>Identify objectives of the relationship and desired outcome</li> </ul>   | <ul style="list-style-type: none"> <li>Identify objectives of the relationship and desired outcome</li> </ul>   |
| <ul style="list-style-type: none"> <li>Use local ASCE section and branch activities as a forum for mentoring</li> </ul>                                       | <ul style="list-style-type: none"> <li>Use local ASCE section and branch activities as a forum for mentoring</li> </ul>                                       |
| <ul style="list-style-type: none"> <li>Be prepared to provide constructive feedback/be honest</li> </ul>  | <ul style="list-style-type: none"> <li>Receive feedback openly</li> </ul>   |
| <ul style="list-style-type: none"> <li>Demonstrate commitment/prioritize</li> </ul>   | <ul style="list-style-type: none"> <li>Demonstrate commitment/prioritize</li> </ul>   |
| <ul style="list-style-type: none"> <li>Establish trust and confidentiality</li> </ul>   | <ul style="list-style-type: none"> <li>Be accountable</li> </ul>  |
| <ul style="list-style-type: none"> <li>Evaluate your effectiveness based on original objectives</li> </ul>  | <ul style="list-style-type: none"> <li>Evaluate your progress based on original objectives</li> </ul>   |
| <ul style="list-style-type: none"> <li>Share successful techniques with other mentors, promote mentoring to others</li> </ul>                                 | <ul style="list-style-type: none"> <li>Show appreciation, be a mentor to someone else, promote mentoring to others</li> </ul>                                 |
| <ul style="list-style-type: none"> <li>Discuss training and educational opportunities and assist with professional networking opportunities</li> </ul>        | <ul style="list-style-type: none"> <li>Prepare prior to each meeting with your mentor</li> </ul>  |

#### Meeting Topics, Planned and Suggested

##### Meeting # 1 - Mentor/Protégé Selection (OC Branch/YMF Sponsored)

- Overview of the program
- Speed Interviews
- Identify top 3 potential Mentors/Protégés

##### Meeting #2 – Mentoring Kick-Off Meeting (OC Branch/YMF Sponsored)

- Discuss both of your career and educational backgrounds
- Discuss your goals and objectives for the year in the mentorship program
- Decide on the best form of communication for scheduling future meetings

##### Meeting #3 - Career Planning and Life Goals (Between Mentor/Protégé)

- Continue your discussion about your mentor's and protégés' history
- Discuss in detail short (1 to 3-yr) and long term (3 to 10-yr) goals and how you both plan to achieve your goals
- Discuss skills necessary to achieve these goals
- Discuss the challenges in achieving work/life balance



### **Meeting Topics, Planned and Suggested (continued)**

#### *Meeting #4 - Review Strengths and Career Gap Assessment (Between Mentor/Protégé)*

- Identify your strengths and opportunities for development
- Discuss competencies which are critical to success in your current job
- Discuss skills that are gaps between who you are now and your future self
- Discuss competencies which relate to your short- and long-term career goals

#### *Meeting #5 - Discuss Individual Development Plan (IDP) (Between Mentor/Protégé)*

- Adjust goals and objectives as necessary
- Set action plan for next 6 months
- Create a plan or tips to ensure that you are able to achieve professional success without sacrificing your personal/family life

#### **Meeting #6 - Check-in with other Mentors/Protégés (OC Branch/YMF Sponsored)**

- Celebrate successes and share stories
- Discuss what is working and what is not working
- Network with other Mentors/Protégés

#### *Meeting #7 - Leadership/Team Work (Between Mentor/Protégé)*

- Discuss the importance of leadership and teamwork as it relates to success
- What challenges do you each face in being part of a team
- What traits make a good leader
- How can you improve your leadership skills

#### *Meeting#8 – Evaluate and Reassess IDP (Between Mentor/Protégé)*

- Discuss your progress and areas for improvement
- Adjust goals and plan
- Check back in with your action plan and make adjustments as necessary

#### *Meeting #9 - Upcoming Professional Challenges (Between Mentor/Protégé)*

- Discuss issues faced and actions taken
- Discuss changes you plan on making
- Discuss building your professional network
- Discuss other topics that you have not previously covered but wish to share with each other

#### **Meeting #10 - End of Year Celebration and Evaluation with all Mentor/Protégés (OC Branch/YMF Sponsored)**

- Evaluate the program/year
- Discuss what worked and didn't work in your mentorship year
- Discuss suggestions to help future Mentor/Protégé teams for next year's Program
- Network with other Mentors/Protégés