![ASCE - American Society of Civil Engineers]

ASCE Orange County Mentorship Program
Mentor and Protégé Additional Suggestions for a Successful Relationship

Mentor
- Develop a contract/agreement clarifying the expectations of the mentoring partnership
- Demonstrate commitment and make this effort a priority by making yourself available
- Help Protégé identify his/her goals
- Develop plan (including approach) and work with Protégé's goals and objectives
- Serve as a role model
- Assist Protégé in setting developmental goals and plans to achieve them
- Be prepared to provide constructive feedback/be honest
- Ask questions to develop critical thinking & self-discovery
- Explore methods for growth
- Give candid, honest, objective and risk-free feedback
- Set milestones of Protégé's progress and note the progress
- Listen carefully and be a sounding board
- Provide a professional environment that is safe and beneficial to Protégé
- Support and enable participants with time and resources
- Maintain confidentiality and open lines of communication
- Recommend developmental activities and additional resources such as relevant books and web resources
- Discuss training & educational opportunities
- Discuss work-related concerns that are impeding performance or career growth
- Explore career paths the Protégé can pursue
- Communicate your experiences and challenges and how they relate to Protégé's experiences
- Assist in professional networking
- Identify civic and/or community involvement to gain needed experience
- Be willing to give feedback about the effectiveness of the mentorship mrogram and partnership
- Make note of lessons learned

Protégé
- Set goals and objectives for what you want out of the mentorship mrogram
- Demonstrate your commitment and set as a priority
- Be accountable for what you get out of the program
- Assess your development needs and goals
- Demonstrate an interest in your career growth
- Develop a strategy for one long-range career goal that you have
- Identify and explore various opportunities with Civil Engineering
- Develop a Mentoring plan with your Mentor including time, frequency, duration, and place
- Develop a trusting relationship with your Mentor
- Be honest about facts and feelings
- Maintain confidentiality and open lines of communication
- Listen actively and carefully
- Accept the Mentor for who they are
- Be flexible and open minded about new approaches and methods
- Track & communicate progress during the program
- Be willing to give feedback about the mentorship mrogram
- Learn from the experience, knowledge, and wisdom of the Mentor
- Show appreciation to your Mentor
- Keep in touch with the culture of private firms and public agencies to get a feel for trends in the industry
- Take courses that will improve your hard and/or soft skills

- Prepare prior to each meeting with your Mentor
- Drive the activities and take the initiative for career development
- Provide feedback on the design of this program and the effectiveness of the mentoring partnership at the end of the program
- Ask questions and make them strategic for your own growth
- Receive feedback as an opportunity to see yourself from another perspective
- Keep commitments and follow through on any action plans recommended by your Mentor

Role of ASCE Orange County
- Administer the program and provide guidelines and facilitation
- Provide a professional environment that is safe, rewarding, and stimulating
- Provide Mentors with program expectations and goals
- Maintain confidentiality of Mentor and Protégé shared personal information
- Integrate a mentorship program that provides benefits to both Mentors and Protégés
- Establish, implement, monitor, and improve the performance of the mentoring procedures
- Train Mentors on expectations and effective techniques
- Provide a survey or arena where feedback about the effectiveness of the mentoring program can be received and analyzed.
- Summarize lessons learned and discuss with mentorship committee through post-program round-up
- Develop a list of changes that can/should be made to improve the program and find ways to implement