
MENTORING PROGRAM GUIDELINES



One of the many benefits of serving on the NAWIC Mentoring Committee and in the Mentoring Program is getting to know so many other NAWIC members. It is an opportunity to share knowledge and experiences, build relationships, and get to know our organization better.

The program's purpose is to help new and existing members grow professionally by developing relationships with more experienced NAWIC members willing to give some of their time back to our industry. It is an excellent program for women new to the construction industry looking to advance their skills and further their career.

The NAWIC Mentoring Committee is committed to having a strong community of professional women with the tools and resources needed to be successful. The program is a valuable resource that can make a significant difference in your professional career. Therefore, it is encouraged for members to sign up and actively participate today.

Mentoring Guidelines

The definition of a mentor is a trusted counselor or guide. A mentor can lead, inspire, and motivate her protégé by expanding her awareness, insight, and perspective. Mentors are a powerful force for developing successful professionals. Scholars and business leaders agree that every successful person needs a mentor.

Mentoring takes many forms, including the following:

- ✚ Traditional one-on-one mentoring, either in a peer relationship or a senior-to-junior relationship
- ✚ Network or group mentoring
- ✚ Radical mentoring, which is short-term and skill-focused
- ✚ Formal or informal mentoring

Program Objectives

The goal of the NAWIC Mentoring Program is to provide a way for NAWIC members to learn about NAWIC and the construction industry, develop their professional skills, and further enhance their value through the help of other more experienced and accomplished NAWIC members.

How the Mentor Program Works

Starting the Mentoring Program

The NAWIC chapter should first form a Mentor Committee. It is suggested that this committee should be chaired by the Immediate Past-President and consist of 2-3 additional members. Once convened the committee will prepare to roll out the program at a membership meeting and begin the selection process.

Here are several suggestions on how to do this:

- ✚ Create and send a survey to the membership asking what subjects would be most beneficial – Examples: Leadership – Public Speaking – Time Management – Project Management, etc.
- ✚ Based on the feedback create a Mentor/Protégé board showing the various subjects, allowing the members to select what they are interested in and whether they want to be mentors or protégés. Use a tri-fold foam board with envelopes glued to it with the subject names on them – have one side for Mentor and one side for Protégé. The Member can place their business cards into the desired subject.

Getting Your Mentors and Protégés Together

Mentors and their protégés are carefully matched by the Chapter Mentoring Committee. The committee chair will contact each potential program participant and have them complete a mentor/protégé questionnaire, outlining what their skill levels are and what they hope to accomplish from the program. Once all questionnaires have been received by the committee, the mentors and protégés are paired based on their profiles. The committee chair will contact each mentor and protégé and let them know who they have been paired with.

A meet-and-greet is set up with the Mentoring Committee and the mentors and protégés. This allows the participants a chance to meet each other in an informal setting and to be introduced to the program, receive their program handbook, and ask any questions. Mentors and protégés are given an opportunity, during this meeting, to pair off and talk about what they want to accomplish with the program. At that time, they will determine when their first session will occur. Mentors and protégés will plan to meet, at a minimum, once a month for the duration of the program. More frequent meetings may take place depending on individual preferences, goals and by agreement of the mentor and protégé.

Forms and Other Tools

The Mentoring Handbook provides the necessary forms to be filled out by the Mentors and Protégés outlining specific goals and timelines. Midway through the program, the Mid-Year assessment should be completed so that both parties can gauge whether the program is working as it should be. These forms are turned into the Mentor Committee who will meet to determine if any adjustments need to be made to the program. A final assessment is done at the completion of the program and given to the Mentor Committee chair so the committee can determine the effectiveness of the program.

****Note:** The program is structured to help with the process but is not mandatory. Some members may prefer to do something informal instead. As long as both parties agree and the end result is achieved – this is an acceptable way to proceed.

Upon Completion

To show the effectiveness of the program and/or shortcomings, a discussion panel should be presented at a membership meeting at completion. This will allow future participants to know how the program works, whether it was successful/beneficial to the participants, and to offer suggestions for improvement.