



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: lcurran@trisupplyandequipment.com



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: _____

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.