



ICEC RISING PROFESSIONALS MENTOR MENTEE PROGRAMME GUIDE



INTRODUCTION

The Mentor Mentee Programme is organised by the ICEC Rising Professionals (ICEC RP) with the full support of International Cost Engineering Council (ICEC). The programme was developed to take advantage of the widespread reach of the council in diverse practices around the globe and aims to help and support rising professionals in the formative years of their career as well as providing a platform for experienced seniors to give back to the profession.

Mentoring is most often defined as a professional relationship in which an experienced person (mentor) assists another (mentee) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth. Mentoring can provide some of the most sought after attributes that employers look for, including but not limited to: industry awareness and first-hand knowledge of the challenges of life in the workforce.

This guideline provides a general overview and framework of the programme wherein mentors and mentees can actively interact, network, brainstorm on recent innovative construction and share practice experiences globally.

The Mentor Mentee Programme Committee will review the list of mentors, carefully selected along the career path or subject area essential for capacity building of the mentees. Mentors must have good integrity, ability to listen effectively, great communication and interpersonal skill, ability to utilise video conferencing app or web based tools (e.g Zoom, Whatsapp, wechat, telegram, etc). Mentors must have the passion and desire to contribute to the future of the Profession. Mentors are to take lead early on in the mentor-mentee relationship to understand the needs and position of the mentee. A mentor provides support, knowledge, encouragement,

guidance and constructive feedback to the mentee by having a genuine interest in the growth of the mentee's abilities and talents. Mentors shall discuss and set expectations and goals in the first meeting and review/adjust as mentorship programme progress.

The Mentor Mentee Programme Committee will review the list of mentees for most suitable pairing with mentors. A form has been designed to understand each mentees' background and their core interests. The mentees should have good conduct, integrity, effective communication and human relation skills and has ability to utilise video conferencing tools. Mentees must always act with courtesy, have respect towards their mentor. Mentees should prepare the goals and objectives for their career and be prepared to ask for specific guidance and advice on the goals, plans and strategic ideas. A mentee must always take the responsibility for their career and professional development.

The relationship between Mentors and Mentees must be based on mutual understanding, respect, trust, encouragement, constructive feedback and a willingness to learn and share. We trust the programme will be an enjoyable and enriching experience for both mentors and mentees.

Programme Purpose

The programme serves as a platform for experienced professionals and rising professionals to develop an on-going relationship by discussing matters relating to the profession of Quantity Surveying, Project Management, Cost Engineering within an organised and supportive framework. It will strengthen the ICEC network across the globe and enhance her contribution to growth and development of the profession.

Media Platform:

Web or app based video conferencing tools shall be utilised for effective communication and networking, however paired mentors and mentees are at liberty to utilise apps that might be convenient for the pair. It is expedient for mentor and mentee to respect individual opinions and only limit conversation to the topical issues. No third party information outside of the training module shall be permitted and anyone who disregards the rules shall be removed from the programme.

Duration of Programme

The programme is scheduled to run for a duration of 12 months upon announcement of matching. The frequency and period of each session shall be subject to the pair's agreement.

Participant Eligibility

All programme participants, mentors and mentees, must be members of the associations of ICEC or persons reviewed and approved by the Mentor Mentee Programme Committee. Google form will be used to review mentees' eligibility. Subsequent phases of the project might be widely publicised to enable a wide coverage and creation of awareness for active social media followers.

Benefits of Mentoring

There are numerous benefits of participating in a mentoring programme for both the mentors and mentees, including:

Mentors:

- Encourage next generation of professionals;
- Contribute to the development of the future of Quantity Surveying, Cost Engineering and Project Management profession;
- Improve management, leadership and communication skills;
- Expand professional networks globally;
- Transfer of skills and knowledge;
- Personal satisfaction from making a contribution to the industry; and
- Accumulate Continuing Professional Development (CPD) points subject to ICEC Board approval.

Mentees:

- Develop communication skills and knowledge;
- Build professional networks globally;
- Increase confidence and self-esteem;
- Discuss and learn theoretical and practical issues with the mentor;
- A confidential opportunity to discuss workplace issues;
- Receive support and guidance to obtain chartership or achieve career goals; and
- Accumulate Continuing Professional Development (CPD) points subject to approval by ICEC Board.

Mentor's Role Statement:

Specific responsibilities include:

- Signing Mentor Mentee Agreement with mentee;
- Setting the first meeting with mentees;
- Discuss and set communication platform with mentees;
- Provide support and guidance in career development as well as individual enhancement to mentees;
- Attend planned or unplanned sessions with mentees; and
- Contribute in programme evaluation and review.

The Mentor may achieve these in a variety of ways by:

- Being open minded and non-judgemental;
- Inviting mentees to ask questions and share problems;
- Assisting the mentee to identify and solve problems;
- Challenging assumptions understanding different practice around the globe;
- Encourage the exploration of new and innovative ideas;
- Providing support and guidance to mentees' issues;
- Providing guidance on career options and development; and
- Sharing professional experiences on issues under discussion.

Mentee Role Statement:

- Sign Mentor Mentee Agreement with mentor;
- Discuss and set communication platform with mentor;
- Plan and organise all meetings with mentor;
- Commit adequate time and effort to the mentoring programme;
- Prepare an agenda of discussion topics before meetings;
- Identify own strengths and development needs; and
- Keep record minutes of meetings (if necessary).

The Mentee may achieve their role by:

- Discussing issues encountered in their work;
- Sharing their particular interests in cost engineering;
- Sharing their experiences as a young cost engineer in the workforce;
- Sharing and discussing their career goals;
- Sharing their needs and expectations;
- Being open minded and willing to explore new challenges; and
- Commit adequate time and effort to the mentoring programme.

Confidentiality for Mentors and Mentees

Mentors and mentees are to maintain strict confidentiality of their discussions as there may be topics of personal opinion or of a sensitive or controversial nature. By signing the Mentor Mentee Programme Agreement, the mentor and mentee agree to maintain confidentiality.

Suggested Programme Framework

The following is a suggested framework for mentoring pairs to use as a guide throughout the Mentor Mentee Programme. Participants may choose to follow the suggested framework whole or in parts where they find it useful.

Part 1:

Introduction, Setting Expectations and Goals

The first meeting sets the foundations for the development of the mentorship programme. The success of the mentorship relies on the participants sharing the same objectives and expectations of the programme. These should be discussed openly within the programme.

The Mentor Mentee Programme Committee will notify the successful pairing to the mentors and mentees. The mentee is responsible for contacting the mentor to organise a time for the first meeting on any video conferencing software agreeable to both participants.

It is essential that the pair maintain contact throughout the mentorship. The pair is recommended to video conference meet at least once a month over the course of the mentorship. This can be supplemented with regular emails or phone calls. The commitment needs are to be discussed and agreed between the mentor and mentee. It is important that both participants are comfortable with the arrangements.

The mentors and mentees should discuss what they want to achieve in the Mentor Mentee Programme and how they will fulfil their goals.

Part 2:

Forming the Relationship, Identify Development Needs and Career/Work History

The second meeting should focus on the mentor and the mentee getting to know each other. An informal discussion to start is suggested as it helps to build rapport and help with the familiarisation process. Sharing of interests and opinions helps build trust and understanding in the mentorship. The discussion will eventually lead to planning and career development topics.

In the third meeting, it is recommended that the mentor share their career, work history and any important life experiences. Both mentors and mentees

should reflect on what is important to them and what drives them both personally and professionally. Mentors and mentees should take note of the differences in practices, working ethics and culture if they are located in different parts of the world.

During this or subsequent meeting, mentees with the help from their mentor should try to determine their personal strengths and development needs. The needs should be areas of skills or knowledge that mentees wish to improve or develop as a professional in the construction industry. Mentors and mentees should work together to brainstorm ideas in developing skills and knowledge according to their needs.

Part 3: Development Needs and Career Development

For subsequent meetings, mentors and mentees should focus on the needs identified above. The mentors and mentees can use real or on-going projects to develop the identified needs. Both participants are to obtain the agreement of their clients and/or employers and ensure confidentiality of the projects to be used.

Over the course of the mentorship, the mentee may request for assistance from the mentor to develop a career plan or to improve if the mentee already has one. Mentor is to evaluate an appropriate career direction taking into consideration the mentee's strengths, developments and needs. The discussions in meetings should not be limited to develop or strengthen the identified needs. Mentors and mentees are free to discuss other life and work issues that naturally arise. These issues can be family life and work balances, specific workplace issues, career development, etc.

Programme Evaluation and Review

When the Mentor Mentee Programme comes to an end, it is important to reflect on the achieved professional and personal development. Both parties should formally acknowledge the value of the programme, appreciate the time and contributions made. If both the mentor and mentee wishes and agrees to continue on the mentorship after the programme, they can either have a separate arrangement or inform the Mentor Mentee Programme Committee. The ICEC Rising Professionals welcome any suggestions and feedback from the participants on the programme.

Mentor Mentee Programme Agreement

Kindly complete this agreement after your first meeting and email to icecrisingprofessional2018@gmail.com

_____ (Mentor)

And _____ (Mentee),

voluntarily commit to the ICEC Rising Professionals Mentor Mentee Programme for the 12 - months duration.

We will:

- Engage on agreed platform at least (interval e.g. once a month);
- Attend any sessions and activities arranged by the Mentor Mentee Programme Committee;
- Commit and contribute to the Mentor Mentee Programme;
- Be objective, honest and supportive;
- Act ethically and with respect towards all participants;
- Respect and maintain strict confidentiality; and
- Participate in the Mentor Mentee Programme evaluation and review.

We acknowledge that either person has the right to discontinue mentorship for any reason, and the point of contact shall be the Mentor Mentee Programme Committee at icecrisingprofessional2018@gmail.com

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____

The Mentor

The Mentee