

HANDBOOK

Project Excel was developed in 2023 in an effort to further the organization's mission of advancing the profession of building enclosure consultants through curated networking.

This IIBEC mentorship program is intended to benefit both the mentor and mentee by building social capital in terms of networking and the sharing of professional resources, assisting with career development opportunities, and to hopefully establish beneficial long-term professional relationships.

Professional development is ongoing throughout an individual's career. Mentees in IIBEC's mentorship program are not only those members in the early stages of their career but includes established professionals who may be looking to continue a trajectory of success, shift their current professional path, or even prepare for retirement.

IIBEC's success has been in large part due to the expertise and volunteer service of our members. Our members are the leaders and drivers of change in the industry, and we sincerely hope that this program serves to provide an avenue of knowledge and experience sharing to further advance our profession in the years to come.

More information on *Project Excel – Mentorship Within the Profession* can be found on the IIBEC website at www.iibec.org. For any questions, please contact [IIBEC Director of Regional and Chapter Relations, Tara Cottle](#).

Oversight:

- *Project Excel* is managed by the IIBEC Emerging Professionals committee and will be reviewed and evaluated annually in an effort to continually increase the value and efficacy of the program.
- Director of Regional and Chapter Relations Tara Cottle will act as staff liaison to this committee and to the program.

Eligibility:

- **Mentors:**
 - Must be an active member of IIBEC for at least 2 years;
 - Should participate in their local affiliated chapter;
 - Must have significant experience, and be either employed in, or retired from the building enclosure industry;
 - Must have time available for a minimum of one hour each month to dedicate to the program for the duration of the mentorship period;
 - Must complete mentor application.
- **Mentees**
 - Must be a member of IIBEC, this includes student memberships;
 - Must be employed or seeking employment in the building enclosure industry;
 - Must have the time available for a minimum of one hour each month to dedicate to the program for the duration of the mentorship period;
 - Must complete the mentee application.

Matching Process

- Applications to become a mentor will be accepted on a continual basis. Mentors will be asked if they are interested in having their information kept on file or if they would only like to be potentially matched for that calendar year.
- Applications for mentees will be accepted during a specified enrollment period, starting in November, closing in mid-January.
- The IIBEC Emerging Professionals Committee will review all applications and pair based on a mentee's individual career goals and interests, career stage, mentor professional strengths and background, and at times, geographical location.
- Should there be an excess of mentee applications for a particular year, a 'mentor group' may be established with no more than three mentees paired with one mentor.
 - Should there be an excess of mentor applications, mentor applications may be kept on file for future pairings.
- Mentees and mentors should contact one another within 30 days of being paired.

Monitoring and Evaluation of Program:

- Participants will be contacted periodically throughout the program to ensure that mentor/mentee contact is being made.
- All participants will be asked to take part in an end-of-program roundtable to discuss feedback and any improvements that may be made to improve the program for the following year.
- At times, personalities just don't click. If at any time a match just isn't proving to be beneficial to either party, please contact Director of Regional and Chapter Relations Tara Cottle so that an additional match might be made.

Timeline of Program

November 1, 2024: Mentee application portal opens.
Mentor applications accepted year-round.

January 10, 2025: Mentee application period closes;

January - February 2025: IIBEC Emerging Professionals Committee reviews application and begins pairing process;

End of February-Beginning of March 2025: Mentor/Mentee Pairings Announced (*recommendation to meet at convention*);

March - September 2025: Mentor/Mentees expected to meet for at least one hour each month;

September 2025: Program closes;

October - November 2025: Roundtable virtual meetings to be scheduled to gain feedback and recommendations for following year.

Project Excel **Steps for Success:** Mentees

- **Take initiative!**
 - We recommend that mentees make the first move in reaching out to their mentors.
 - *Prioritize the scheduling of your meetings, schedule the next meeting before concluding the first.*

- **Don't be a passive participant, develop a plan of action.**
 - Engage in self-reflection before meeting with your mentor.
 - Review your strengths and weaknesses, evaluate your career goals, assess professional interests, and consider your needs.
 - If you have an upcoming interview (or hope to have one), plans to attend a chapter or industry event, or are looking for a career change within the industry, let your mentor know so that you can plan your meetings accordingly.

- **Create an agenda to help focus your meetings.**
 - Don't overthink this, keep it simple. Review the discussion of you last meeting, move on to the focus of the current meeting, then discuss and plan for the next.

- **Be available, take this time to invest in yourself.**
 - This program is designed to help you grow professionally and personally through real-world experience and real-time guidance. Immerse yourself, be available, be honest.

Project Excel Steps for Success Mentors:

- **Be available.**
 - Your commitment and availability are key to the success of a successful mentorship program.
 - *Prioritize the scheduling of your meetings, schedule the next meeting before concluding the first.*

- **Ask questions, a lot of them.**
 - Practice active listening and take the time to gain a full understanding of your mentee's experience and career goals so that you can best decide how you can help them achieve those goals.
 - Not everyone is an extrovert. If your mentee is having a hard time opening up, help steer the conversation a little.
 - More experienced individuals tend to have a weighty voice in conversation. Listen to understand, don't just wait for your turn to speak.

- **Find out what big career-focused events may be in the works for the coming year.**
 - Is your mentee entering a new stage in their career? Take the time to gain a full scope of their current trajectory and where they would like to see it lead.
 - Is your mentee preparing for a job interview? Help them prepare with some questions. Hold mock interviews. Let them bounce questions off of you.
 - Is your mentee looking to get involved locally to expand their network? Recommend how they can best use their time at chapter and industry events.

- **Help your mentee network.**
 - Introduce them to relevant individuals in your circle to help grow their social capital.

- **Act as a sounding board.**

- **Recognize growth, celebrate successes.**

- **Don't be afraid to share your failures, in addition to your successes.**

- ***Life isn't all about work.***
 - Don't be afraid to offer advice on how to balance work and home life.

You've been paired up, now what?

Mentee

Quick Tips:

- Reach out to your mentor to introduce yourself and find a mutually convenient time to meet.
 - Create an agenda.
 - Review your mentor's resume to learn a bit more about their professional background before your meeting.
 - Set the date and time of your next meeting before ending your first!
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Potential Topics and Questions for Your First Meeting (depending on your stage in career):

- Get to know your mentor.
 - What exactly is it they do? Do they have a specialty? Did they go to school? If so, was it with a goal to be where they are now?
 - What do they like best about what they do now?
 - What makes a young professional stand out to them?
 - Has your mentor ever made a substantial career shift? What prompted it? Where there any unexpected benefits or downsides?
 - Does your mentor ever lead educational sessions or do any public speaking?
 - Is your mentor involved with their local chapter or any other professional organizations?
 - Has your mentor ever participated in a mentorship program before?
 - Is there anything about their personal life that they would like to share? Kids? Pets?
 - Be honest about what you hope to gain from this partnership.
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You've been paired up, now what?

Mentor

Quick Tips:

- Be available and flexible.
 - Review your mentee's resume to learn more about their current role and background before your meeting.
 - Not everyone is an extrovert, if your mentee is having difficulty opening up the conversation, step in and assist.
 - Make sure to schedule the date of your next meeting before ending your first.
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Potential Topics and Questions for Your First Meeting

- Get to know each other.
 - Did your mentee go to school? Did they have a specific career intention?
- What originally interested your mentee about the building enclosure industry?
- Do they enjoy what they're doing now, or are they actively looking for a change?
 - What has excited them the most about what they're doing currently?
 - If your mentee is established in their career, are they looking to continue their current professional trajectory, or is a shift in the works?
- What does success look like for your mentee?
- What are they hoping to gain from this partnership?
- Is there anything about their personal life that they would like to share? Kids? Pets?

Where and How to Meet:

Virtual Meeting Platforms*:

Zoom: Free, up to 40 minutes per meeting.

Google Meet: Free, up to 60 minutes per meeting.

Microsoft Teams: Free, up to 60 minutes per meeting.

Facebook Messenger: Free, must have a Facebook account.

Facetime: Free, must have iPhone to use app

**This information is subject to change.*

In-Person Meeting Opportunities Through IIBEC:

IIBEC International Convention and Trade Show: March 6-9, 2025 | Orlando, FL

IIBEC Building Enclosure Symposium

IIBEC Chapter Events: [IIBEC National Calendar](#)