

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?

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?