

2022 NATIONAL MENTORING PROGRAM

**National Mentoring Program
Information Pack**

Women
Building Australia





**WHY
MENTORING?**

Mentoring is an excellent way to help women to participate and succeed in the building and construction industry. The Women Building Australia National Mentoring Program 2022 provides women with up to 5 years of experience in the building and construction industry with access to support, encouragement and advice from experienced individuals.

The Women Building Australia National Mentoring Program 2022 provides mentees and mentors with a way to work together, wherever they are, and its in with their busy working lives through a virtual or face to face mentoring relationship.

Mentees and Mentors are carefully matched based on their applications and then guided through a structured nine-month mentoring process. Mentee will have opportunities to develop their knowledge and skills, to access professional development opportunities and to work through personal and employment challenges with the support and guidance of their mentor. Mentors will learn improved communication skills and grow as leaders. Participants are able to communicate with each other through an online platform as well as email, chat, video and phone. Expert advice and guidance is provided by Art of Mentoring to ensure that all participants get the most out of the experience and achieve their goals.

This program is delivered by Women Building Australia and supported by Art of Mentoring, a specialist mentoring consultancy.

**We know
you will face
challenges and
mentoring is
a great way
to help you
overcome
them,
build your
knowledge
and help you
achieve.**

What do we mean by mentoring?

mentor: (noun) an experienced and trusted adviser.

Mentorship is a developmental relationship in which one person (the Mentor), usually more experienced or senior, takes time to assist the career, professional or personal development of another (the Mentee).

A mentoring relationship is one that is built on trust, in which there is an exchange of knowledge, experience and goodwill.

Some examples of what our mentors may assist with include:

- › Provide information and insight
- › Suggest relevant options regarding career development or strategies for achieving career goals
- › Recommend possible resources to improve specific skills
- › Help the mentee solve professional challenges in their work environment
- › Discuss issues of professional ethics
- › Discuss workplace related issues and options for how these may be addressed.

Why is this mentoring program important?

The building and construction industry offers diverse and rewarding career opportunities, however women are under represented in the industry – we want to change this.

The Women Building Australia National Mentoring Program supports women entering the industry to build confidence and seek guidance on their path to developing and sustaining a satisfying career in the building and construction industry.



Key dates

31 JANUARY 2022
Applications Open

17 FEBRUARY 2022
Information Session

11 MARCH 2022
Applications Close

4 APRIL 2022
Program Launch Webinar

27 JULY 2022
Mid Program Review Webinar

30 NOVEMBER 2022
Program Close Webinar

Benefits of the program

For Mentees

- › Experienced guidance and support in the industry
- › Excellent networking opportunities
- › Receive feedback and developmental guidance
- › Identify professional growth and career planning.

There will be an award given to the highest performing mentee across Australia on completion of the program. Eligibility for the award will require full participation in the program and nomination in the Mentee of the Year Awards at the end of the program. The award is a choice of simulated training to the value of \$5,000 at the Master Builders' state of the art Building Leadership Simulation Centre in Melbourne, www.blsc.com.au. Airfares, transfers and accommodation are included.

For Mentors

- › Be recognised as a leader and use your years of experience to give back to the industry
- › Showcase your depth of industry knowledge and areas of mastery
- › Inspire and support women to build satisfying and sustained careers in the construction industry
- › Stay abreast of emerging industry issues
- › Further develop your mentoring, leadership and management skills.

This program is not about the mentor finding a job for the mentee.







**WHO CAN
APPLY?**



To join as a mentee, you must

- › Identify as a woman
- › Be employed full-time or part-time in the building and construction industry (apprentice, tradeswoman, technician, professional, administration)
- › Have up to five years experience the building and construction industry
- › Be available for the full length of the program, participate in program training and webinars, and complete program surveys.



To join as a mentor, you can be female or male & must:

- › Be working in the building and construction industry in a management or supervisory role, or running your own business
- › Have at least six years industry experience
- › Be available for the full length of the program, participate in training and webinars, and complete program surveys.



Application Process

You will be asked to complete an online application through the Art of Mentoring to collect information about you and what you're looking for in a mentoring partner. This information will inform the matching process, helping to align mentees and mentors and aiding in creating successful outcomes for those involved.



Apply Now

Go to: <https://www.womenbuildingaustralia.com.au/national-mentoring-program>

The information in your application will help us to match you with the most suitable partner for your mentoring experience.



**WHAT'S
INVOLVED?**

The Women Building Australia National Mentoring Program is a nine-month program commencing on 4 April 2022. Mentors and mentees will be matched according to application details and are required to attend three events – program launch, mid-program review and program close – all of which will be delivered by webinar.

The program is online e-mentoring. This means you can be paired with a mentoring partner that is well suited to you and matched based on skills and the outcomes you are seeking from the program, however your partner could be based anywhere in Australia. For participants looking for a face-to-face mentoring relationships we will do our best to pair you with someone nearby. During the program, mentors and mentees will be expected to be in contact at least monthly.

Mentees and first-time mentors will be given training to prepare you for a mentoring relationship. This training is provided online by the Art of Mentoring and is a requirement to participate in the mentoring program.

During the program, you will receive frequent communications from Women Building Australia and Art of Mentoring, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting mentees.

During and at the end of the nine-month program you will be invited to provide feedback to Women Building Australia about your experience.

What am I committing to?

Training, reading and workshops	>	Up to 4 hours in total
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Preparation and time spent in mentoring conversations & follow-ups	>	1-2 hours per month
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Program surveys	>	1/2 hour in total
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Program materials

Once you apply and are matched, all the materials you need will be available on the mentoring platform. The platform will also enable you to communicate with the program coordinators and access additional resources.

A woman with shoulder-length brown hair, wearing a bright yellow high-visibility jacket over a black hooded jacket and a white collared shirt, is looking down with a thoughtful expression. She is holding a black folder filled with white papers. The background is blurred, showing other people in an outdoor setting.

**WHAT DO
I DO NEXT?**



Submit your online application before 11 March 2022

Mentees will be asked questions about their background and what they would like to achieve by working with a mentor for nine months.

Mentors will be asked about their areas of expertise and the areas in which they feel comfortable to provide mentoring.

Please provide as much information as you can. This will greatly assist the matching and mentoring process.

The matching process starts on 14 March 2022 and you will be advised if there is a suitable mentoring partner after 23 March 2022.

What if I'm not selected?

A key success factor in any mentoring relationship is the suitability of the mentor and the mentee.

While we will try to match all mentees that apply, we will only do this where a mentor with suitable expertise and experience is available.

If a suitable partner is not available we will endeavour to find a suitable partner for you, or your application will be held over for future programs.

Code of Conduct

In applying for and entering into the 2021 Women Building Australia National Mentoring Program, it is understood that the following code of conduct is adhered to at all times:

1. Women Building Australia is committed to supporting the project by facilitating mentors who will support mentees as they progress their careers in the industry.
2. The mentoring relationship is a powerful development experience that is aimed to support the mentee and will likely have personal and professional benefits for both mentor and mentee.
3. The interaction with mentees is likely to be an affirming experience for mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their expertise, and effort appreciated.
4. Both the mentor and mentee have a responsibility to invest their time skills and experience into the partnership. Mentors and mentees must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
5. The mentor may take many roles: being a role model, sounding board, helping build networks and career support, sometimes simply being there to listen and challenge. The mentor responds to the mentee's developmental needs and challenges.
6. Feedback from the mentee on how the relationship is working for them and what could be done to improve it, is an important part of the mentee's development.
7. Listening is an important skill for a mentor. A mentor should be prepared to listen to the mentee's views and avoid the natural urge of many people to look for quick solutions.
8. Both mentor and mentee volunteer their time, energy and expertise. Either party may request to dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss options to improve their relationship before deciding on this step.
9. The mentor is encouraged to suggest options and to empower the mentee rather than give directed advice or single solutions. This helps develop self-reliance and resilience in the mentee.

10. Mentor and mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.
11. Mentors and mentees must abide by the Master Builders professional code of ethics and policies.
12. Mentors and mentees must be careful in their discussions with their partners not to denigrate other employers or workplaces.
13. All participants understand the confidentiality and privacy of the mentor/mentee will be strictly adhered to at all times.
14. Mentor and mentee share responsibility for the smooth winding down of the relationship after the conclusion of the program.
15. Although the mentoring relationship is for nine months, many pairs continue to stay in touch.





FAQs

How long will the mentoring program run for?

The mentoring program will run for nine months from 4 April 2022 to 30 November 2022.

Is the program open to Master Builders members and non-members?

The program is open to both members and non-members, provided that they meet the eligibility criteria.

What's the cost?

Mentors and mentees pay no fees for this program.

How do I apply?

Lodge a completed application. Go to: www.womenbuildingaustralia.com.au/national-mentoring-program

Why do you need me to provide so much information on my application form?

The information you provide will help us 'match' the right mentee with the right mentor, based on experience, skills and what you both want to achieve from the program.

When will I know if I've been successful, and if so, who I've been matched with?

You should hear from us by the end of March if you have been matched with a suitable mentoring partner.

Please note, we won't match for the sake of it. If a suitable match is not available your application will be held and considered for future programs.

What will I have to do if my application is successful?

If you are a successful mentee or first-time mentor you will need to complete a one-hour online training session to provide you with the knowledge and skills to build a successful mentoring relationship.

The program will kick off on 4 April 2022 with a launch webinar that you will need to attend.

In addition, all participants will be provided access to the online mentoring platform and we encourage you to read the available guidance and resources.

Once the program starts it will be up to each mentoring pair to establish their own schedule for engagement, which should take place at least monthly during the program.

Will discussions between mentees and mentors be confidential?

Absolutely! Great mentoring relationships are based first and foremost on trust. Your participation in the program is confidential and you will agree with your mentoring partner how you will handle confidentiality between you.

Who do I contact for more information?

If you're interested in finding out more about the program, please contact Women Building Australia on (02) 6202 8888.



CASE STUDIES



Angela MENTEE


In early February 2018, I enrolled in the Women Building Australia National Mentoring Program to be mentored and was matched with Carolyn.

My reason for signing up with the program was twofold. Firstly, because I had recently moved back to Adelaide, begun work with Sarah Constructions Pty Ltd and thought that this program maybe a great opportunity to network. The second reason was the main factor in deciding to sign up. I wanted to be mentored by someone who had worked the same industry and someone that could possibly give me some insight as to how I could manage the mum-work life balance and perhaps help me with how to progress my career.

In the beginning I really had an open mind out the program and I didn't hold any real

expectations to what should or could be achieved by the end of it. Finding that the program had a full layout of templates to use and guidelines to manage the mentoring sessions made things simple and easy.


After my first meeting with my Mentor, I had already an idea of what my goals would be and what areas my Mentor could assist me with. It was always a joy to have our monthly catch ups and discuss things that had occurred and how I was progressing towards my goals. For me to be matched with a like-minded person was extremely important. Being mentored by someone that has made many impacts to my way of thinking and working has been a brilliant outcome also. I have moments where I will actually stop and hear Carolyn's voice telling me "stop doubting your capabilities or is this the best way to react in this situation."



"I have moments where I will actually stop and hear Carolyn's voice telling me 'stop doubting your capabilities!'"

By the end of the program I had put myself forward for a change in my career, looking to begin studies in 2019 and have my novel complete by the end of 2019. As much as these things will be great for my career and future, what I appreciate more is that I was able to meet Carolyn and some other fantastic ladies. The stories and discussions of how different it is for women in male dominate careers was really eye opening.

Women Building Australia really should continue the National Mentoring Program because personally for me I wished I was given this opportunity earlier on in my career. It has brought



“Listening to the feedback from the final webinar brought me to tears.”

a new found confidence in the way that I work and clarified how the best way to move forward is career wise.

This program is great for all career levels and ages of women because when you are given the opportunity to be mentored your given an extra support. The actual time required to invest in the program by individuals is minimal in comparison to the outcome. It helps expand knowledge in the industry, networking, and even an extra sounding board when needing advice.

I sincerely hope that this program continues as I would very much like to be involved in it again, perhaps as a mentor next time.

Amelia **MENTOR**

I applied to participate in the Women Building Australia (WBA) National Mentoring Program as I have thoroughly enjoyed informal mentoring over the years and wanted to develop my skills through a structured program. The training and resources provided by the Art of Mentoring and the WBA were excellent providing me the more formal structure I had been looking for. It is also 20 years since I landed my first job in construction so the program was a great way of giving back to an industry which has given me so much.

I thoroughly enjoyed the whole experience. I was matched perfectly with my Mentee, Minglu. She specifically wanted to be matched with someone originally from overseas to enable conversations regarding integration and understanding of Australian culture. Interestingly, we found out in our last session that I had actually worked in her hometown in China many years ago! We had been so focused throughout the program on achieving professional goals that we hadn't discussed any personal information until the last session!

It was a great learning curve for me, regardless of my previous experience mentoring and positively challenging in a variety of ways. We were both able to commit to the time necessary to make it a valuable experience for both of us. The sessions, directed by Minglu, ensured that I had time to prepare and be able to help her grow over the time we had together. Our developing relationship enable me to improve my communication skills to be able to explain complex concepts in

a clear and direct manner which has been priceless for my work and personal life. Minglu is now studying Contract Management at the MBA as I did and that makes me very proud! Since the program finished we have stayed in touch. I am happily continuing to be a support to her in whatever way she needs.

Listening to the feedback from the final webinar brought me to tears. One participant said that the program had given her enough confidence to ask for the salary she knew she deserved. As an advocate for pay equality, this statement alone is enough for the WBA to have my full support in continuing to run the Mentor program in future years. I am appreciative of the fact that the program from the Mentee side was only open to women however being non gender specific for the Mentor position was really important to me in joining the program. I sincerely hope that WBA continue to run this program again as the benefits and value gained by all participants from all the feedback that I have heard are so far reaching and just keep

gaining momentum. Being a Mentor through this program has been one of the best things I have done and I have done a lot! I would apply again if I had the opportunity to do so.

Melissa **MENTEE**

I chose to and was supported to participate in the Women Building Australia National Mentoring Program because I was new to and had no experience in the construction industry. Although I had the skill sets to perform in my new role, I lacked confidence to execute. I needed someone that I could seek advice and guidance from to help me with industry specific topics and work-place scenarios.

I benefited from the monthly phone meetings and the as needed adhoc email correspondence with my mentor. These meetings gave me a confidant and forum to ask industry questions without fear.

I recently commenced at Hindmarsh Plumbing, a large subcontracting firm, from

the automotive industry. The program helped build my knowledge base and my confidence to deal with circumstances and industry terminologies that I was not yet familiar with. My mentor was a positive influence throughout the program who believed that I could setup and run successful QHSE programs in the business.

During the program I was recognised for my contribution to the new business and subsequently promoted to the QHSE Managers position.

My mentor and I could not have been more perfectly matched, regarding her communication style and expectations, we got along from the very start! Her relatable industry experience was also well matched as she understood some the challenges that I was facing, having successfully dealt with similar issues in her career.

My mentor set me workplace goals to achieve and discuss at the next meeting. By the end of the program we were talking like two colleagues with similar experience. That is a direct result of my mentor's

ability to hear my needs and understand my personal goals. This enabled me to meet my own expectations and to be an active contributing member of the business and industry.

I believe the program should continue as it would be of benefit to all women especially for younger women who want a career in the construction industry or for females new to the construction industry, such as my case.

It can be easy to get discouraged in an industry that is not generally a female domain, but with a mentor and a confidant that has industry experience to help you through challenging situations women can have long lasting and rewarding careers in the construction industry.

I believe that it can be beneficial to have a mentor from outside your own business that you can ask the 'silly' question to, without fear, someone outside the business that you can test ideas out with and trust.

The program was a great assistance to my integration into a new industry.



“From the first webinar the tone had been set that I was not alone in this industry.”

Kirsty **MENTEE**

During the past year whilst being involved with the mentoring program, I was presented with my most tremulous and challenging period in my career. Were it not for the mentoring I received I am not sure I would have remained so grounded and focused on what I truly wanted and required to build my career.

I had been drawn to the program to hopefully gain connections amongst other women and

understand how to continue the career path I so desired. The ability to be paired with an accomplished mentor was exciting and overwhelming at the same time, mainly because people like that don't usually have meaningful interactions with me, to which my opinion has now strongly changed.


From the first webinar the tone had been set that I was not alone in this industry and the support that was provided by the formal side of the program was enough, so even when I was drained and my engagement

plateaued, the information provided was something I was able to latch onto in getting myself going again - to really drive myself to attain the goals I had set out, which I accomplished.

One of the most surprising things was the connection made with my mentor was even more impactful, than what I anticipated. It demonstrated to me that if someone in such a position could value the time spent with me to assist my goals and ambitions than my self-worth at the beginning of the program was underestimated. By the conclusion of the program I had successfully negotiated my salary with my employer, one of the most challenging conversations I think I have ever experienced, I believe the newly-discovered self-worth was what carried me through. The connection with my mentor was the difference between understanding the importance of self-worth, not to selling yourself short, and how to maintain grace, a lesson that will be with me for years to come.

And while the tough conversations have not gotten any easier to know I have the skills is as close to reassuring as I think I could get. I have started to take up mentoring roles for other women in the industry, something of which I never saw myself doing but with the confidence and skills gained I'm now able to share amongst others to which I am excited and eager to do.

In this industry it is so easy as a female to become isolated, to feel that no one else knows your struggles, with a program like this Women Building Australia have given a hand to which if women engage with can begin to break down our own internal struggles and instead find our stride within the industry. It's not because we don't know it's because we sometimes lack a little bit of confidence, a mentoring program will be the icing some women need to succeed. So why not continue to operate a program where the results can be so life changing.



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