

CMIT Mentor Guide



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CMIT MENTOR PROGRAM

Background

The purpose of the CMIT Mentor Program is to provide guidance for early-career professionals, graduates, and recent graduates, and to assist them in becoming successful leaders within the CM industry.

of the Construction Management Association of America

via the CMIT Committee.

practitioners who have displayed the desire to learn how to become competent, successful construction managers. The CMIT designation demonstrates competence in the practice earned their CMIT designation demonstrate to employers and clients that they are invested in the industry as well as in their own professional development.

The CMIT program works to continuously promote and enhance the expanding community of aspiring professionals and students in the CM industry. The CMIT program encourages professional growth, facilitates new connections, and offers guidance through mentorship. After an individual applies for the CMIT and subsequently passes the exam, they then enter the mentor phase of the program.

Purpose

Mission

supportive environment for growth and development in which mentors provide guidance, share experiences, and offer advice and support to CMIT mentees.

Vision

The vision of the CMIT Mentor Program is to connect mentors with CMIT mentees that will enable them to become successful professional construction managers.

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Mentoring is a human development process that facilitates personal and professional growth. As a part of the process, a relationship is formed in which an experienced individual shares their wisdom and knowledge, while providing support, advice, and counsel that helps less-experienced individuals to grow, develop, and eventually assume positions of greater authority and responsibility.

CMIT Mentor Guide

This guide describes the CMIT Mentor process, including:

- 9 Mentor guidelines
- 9 Mentee guidelines
- 9 Mentoring program phases
- 9 Tools and tips to assist throughout the mentoring process
- 9 Sample forms and templates

Disclaimer

All individuals who have signed up to be a mentor for the CMIT mentor program are volunteers. CMCI does not guarantee mentoring or career advancement through the mentor program.

MENTOR GUIDELINES

1 | R X S V (I R M X M S R

A mentor provides guidance in the form of information and knowledge sharing that will enable and assist mentees to become professional construction managers and leaders within the industry. Guidance can be provided in the form of offering advice, sharing experiences, and assisting with problem solving. Mentors will also provide a safe, trusting, and non-judgmental environment in which the mentor-mentee relationship can develop, grow, and thrive.

Why Become a Mentor?

There are many reasons to become a mentor, some of which

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ability to transfer knowledge, experience, and skills that have

MENTOR GUIDELINES CONTINUED

Excellence initiative. Mentors have the opportunity to earn Coins of Excellence based on the number of CMITs they mentor and the number of individuals they assist throughout the CCM FHUWLĚFDWLRQ DQG UHFHUWLĚFDWLRQ SURFHVV

- Staying committed, accessible, and engaged throughout the process.
- Serving as a positive role model and respecting individual differences.
- Encouraging professionalism throughout the mentorship.
- 0DLQWDLQLQJ FRQĚGHQWLDOLW\

Role and Responsibilities

mentors can provide while working with mentees and UHFJRJQL]HV WKDW DV OHDGLQJ LQG XVWU\ SURIHVVLRQDOV PHQWRUV are volunteers and will often be busy. Mentors should also be knowledgeable, patient, respectful, and supportive. All PHQWRUV ZKR ZLVK WR EH UHFJRJQL]HG IRU SDUWLĚFDWLRQ LQ WKH program must register on the [CMAA website](#).

How to Become a Mentor

To become a registered mentor, you must sign up on [&0\\$\\$"V website](#). By signing up to be included on the CMIT Mentor List, you will be searchable by CMITs and they will have the option and ability to reach out to you and request that you be their mentor. All mentees are encouraged to solicit a variety of mentors for guidance, however, some mentors may be selected based on demographics and availability.

7KH PHQWRU"V UHVSRQVLELOLWLHV the following:

- 7DNLQJ RWK RĚGHU VWWDQG PHQWHH"V aspirations.
- Offering knowledge, insights, perspectives, wisdom, and IHGEDFN DQG VKDULQJ H[SHULHQFH V XVHIXO WR WKH PHQWHH"V growth.
- Providing insights to the mentee on different aspects of the industry and offering advice.
- Creating an open and candid relationship that encourage growth and trust.
- \$VWVSWLQJ WR UHFJRJQL]H ZKHQ DV PHQWHH PD\ QHHG DVVLVWDQFH IURP RXWVLGH SDUWLĚFDWLRQ SURIHVVLRQDOV LQVWLWXWLRQV HWF
- 6XSSRUWLQJ DQG IDFHUWLJHWHUWRU WRWKHQPHQW of professional and interpersonal competencies through strategic questioning, goal setting, and planning.

Inactive Mentors

Registered mentors can become inactive due to lack of involvement or by their own request. Inactive mentors will be removed from the CMIT Mentor List. Mentors can request to be removed from the CMIT Mentor List at any time by emailing CMIT@cmaanet.org. To reactivate mentor status, individuals ZLOO QHHG WR UHJLVWHU WKURXJK & who become inactive mentors will not be able to claim CCM renewal points.

1 | R X I I (| R M X M S R

A mentee is an early career professional, graduate student, soon-to-be or recent graduate, or a professional transitioning their occupation that is taking a proactive approach to advance their career while investing in their personal and professional development. Mentees are committed to learning and aspire to become successful leaders within the CM industry.

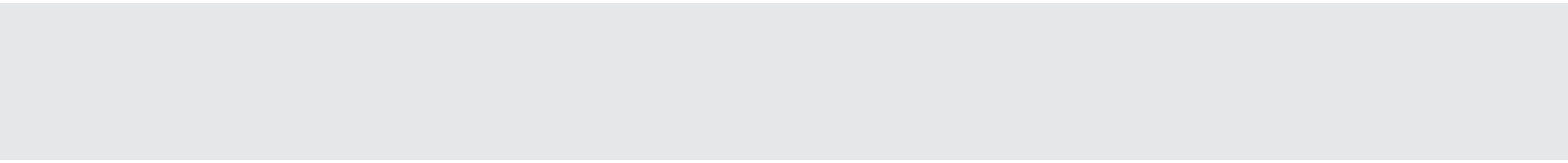
Why Become a CMIT/Mentee?

The CMIT program helps young professionals launch and develop successful careers within the CM industry. After an individual successfully becomes a CMIT, they will be given access to the mentor directory, enabling them to expand their networks and connect with leading industry professionals.

Becoming a CMIT and taking advantage of the mentor program is a great way for individuals to show current and prospective employers that they are committed to the CM industry as well as to their own professional growth and development.

& | R | R X W

The mentor program is a valuable tool for mentees to learn more about the CM profession and to build lasting



TOOLS AND TIPS

Possible Challenges and How to Overcome

Below are some examples of challenges other mentors and mentees have faced and resolved.

Challenge - not enough time in the day: The most common
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in the relationship that you want. Despite good intentions,
other priorities from both work and personal life can possibly
interfere or create a disturbance in the relationship.

Solution: Focus on the smaller aspects rather than the bigger
picture ones, especially in the start of your relationship.
This will help you to focus on each step and not become
overwhelmed with the tasks ahead. It is also important for
both the mentor and mentee to avoid promising more time

TOOLS AND TIPS CONTINUED

Challenge - conquering differences: Differences will become apparent from the very beginning, but they should be seen as a catalyst, not a hindrance to building the relationship.

Solution: In addition to discovering all the similarities, which is done during the interview process, mentors and mentees should also work to identify the differences between them. Once the differences have been stated, mentors and mentees can break through any barriers that might exist by communicating about them directly. Differences should not be seen as negative, but as an opportunity for learning and

TOOLS AND TIPS CONTINUED

Listening Skills

Effective communicators are also the best listeners. Listening is more than just hearing what has been said. Listening shows genuine interest in the other person, lets them know you are concerned for them, and makes them feel comfortable in sharing their ideas and feelings.

Understanding of what another person is saying. Active listening is an important skill used to obtain information about what the other person is thinking and feeling.

Remember that developing good listening skills are an important part of your professional growth in CM. The components of good listening skills include:

- **Silence:** Use silence effectively. Listen quietly to what others are saying.
- **Attentiveness:** Acknowledge the speaker. Maintaining eye contact, using body language such as gestures, movements, and facial expressions to promote or discourage participation, or acknowledging with a brief, one-word phrase or expression your understanding or approval of what the other person is saying.
- **Paraphrasing:** Restating in your own words what you thought the speaker said without adding any judgment or interpretation.
- **Clarifying:** Clarifying the feelings you think the other feels to show empathy.
- **Open-ended questions:** Using questions that require extended responses or encourages others to talk provides you with more information and assists you in clarifying issues. Open-ended questions begin with words such as what, how, or could.

USEFUL FORMS

- ▶ [Mentor Evaluation form](#)
- ▶ [Mentee Evaluation form](#)
- ▶ [Declare Your Mentor form](#)
- ▶ [Mentor Sign-Up form](#)
- ▶ [Appreciating Differences form](#)
- ▶ [Work Plan](#)

USEFUL FORMS

Work Plan

Instructions to the protégé: Completete this worksheet with your Mentor.

GOAL(S) Use the space below to record your goal(s).

OBJECTIVES

Use the spaces below to identify objectives to accomplish your goal(s). Then assign a priority to each action step and record the number in the box

USEFUL FORMS

Work Plan

Instructions to the protégé: Use the space below to identify actions to overcome barriers that may prevent you from completing your objectives.

POSSIBLE BARRIERS	ACTIONS TO OVERCOME BARRIERS

