



PLACED
ACADEMY
ALUMNI & PATHWAYS
INDUSTRY MENTORSHIP
MIXER

MIXER AGENDA

Introductions

Mentorship Impact

Understanding Mentorship

Roles & Expectations

Programme Overview

Creative Activities

Scheduling & Feedback

Networking

MENTORSHIP IMPACT

PLACED

MENTOR STATS '25/26



100%

of mentors said the mentorship programme
was good to excellent



100%

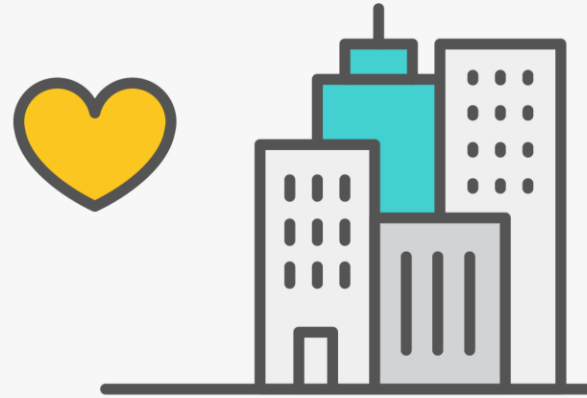
of mentors said the programme increased
their communication skills with young people

MENTOR STATS '25/26



100%

of mentors said the programme increased
their confidence working with and
supporting young people



100%

of mentors said the programme increased
their commitment to supporting young
people in the built environment

MENTOR STATS '25/26



100%

of mentors said they would mentor again
and recommend their colleagues participate
in the Alumni Mentorship programme



83%

of mentors said the programme
increased their job satisfaction

MENTEE STATS '25/26



100%

of mentees said the mentorship programme
was good to excellent



100%

of mentees said the programme has
helped to them feel more confident about
working in the built environment

MENTEE STATS '25/26



100%

of mentees said the programme
has increased their confidence



100%

of mentees said the programme has given
them an appreciation of their skills and abilities

UNDERSTANDING MENTORING

PLACED

TYPES OF MENTORING

TRADITIONAL:

Role model sharing knowledge and experience.

CASCADING:

Being both a Mentee and Mentor

REVERSE MENTORING:

Flips the traditional model



WHAT IS MENTORING?

Definition:

“A relationship in which a more experienced person shares their greater knowledge to support the development of an inexperienced person”



WHAT IS A MENTOR?

MENTORING IS...

- A professional ally
- A critical colleague
- A sounding board
- A role model
- An extended network
- A professional conscience



WHAT IS A MENTEE?

MENTORING IS...

- Driven to progress
- Open to constructive feedback
- A reflective listener and idea generator
- An aspiring professional
- A builder of connections
- Accountable for their own choices



**"THE MOST REWARDING ASPECT OF
BEING A MENTEE WAS LEARNING MORE
ABOUT THE BUILT ENVIRONMENT FROM
A PROFESSIONAL, AND HAVING ONE-TO-
ONE SESSIONS FELT MORE PERSONAL
AND INFORMATIVE.**

PAULA,
PLACED Academy Alumni

PLACED

BENEFITS OF BEING A MENTOR

- Enhanced Leadership Skills
- Renewed Professional Vitality
- Strengthened Communication Abilities
- Increased Self-Reflection
- Satisfaction of Impact
- Gained 'Reverse-Mentoring' Insights
- New Perspectives & Fresh Ideas
- Strengthened Industry Reputation
- Better Problem-Solvers
- Improved Succession Planning



BENEFITS OF BEING A MENTEE

- Accelerated Career Development
- Identifying Skill Gaps and Development
- Expanded Professional Network
- Objective Advice and Guidance
- Increased Course Satisfaction
- Access to 'Unwritten Rules' & Organisational Culture
- Enhanced Problem-Solving Skills
- Greater Motivation
- Safe Space for Discussion
- Validation of Ideas



**"HAVING SOMEONE TO LEARN FROM WHO
PLAYS A KEY ROLE IN HIRING DECISIONS
IS INCREDIBLY VALUABLE. I EVEN GOT
AN INTERVIEW 24 HOURS AFTER MAKING
CV CHANGES SUGGESTED BY MY
MENTOR"**

ALICE,
PLACED Academy Alumni

PLACED

WHAT MENTORING IS NOT

MENTORING IS NOT...

- **Therapy or Counselling:** It focuses on professional development, not mental health or personal trauma.
- **Line Management:** It is independent of performance reviews, targets, or day-to-day supervision.
- **Formal Training or Teaching:** It guides self-directed discovery rather than delivering a set curriculum.



WHAT MENTORING IS NOT

- **Sponsorship or Recruitment:** It offers advice and perspective, not guaranteed promotions or jobs.
- **Being a Friend:** It requires supportive professional boundaries and constructive objectivity.
- **A Quick Fix:** It is an ongoing developmental process, not a one-off advice session



ROLES & EXPECTATIONS - MENTORS

PLACED

EXPECTATIONS FOR MENTORS

Guiding & Empowering

- **Facilitator, Not Boss:** Act as a sounding board, critical friend, and guide. Your role is to build confidence, share industry insight, and foster independent thinking rather than provide all the answers.
- **Creating a Safe Space:** Build an inclusive, encouraging environment where mentees feel comfortable asking questions, trying new ideas, and expressing uncertainties.
- **Goal Alignment:** Help your mentee break down broad ambitions (e.g., career exploration, portfolio building, university applications) into achievable, session-by-session goals.



EXPECTATIONS FOR MENTORS

Professionalism & Engagement

Consistency & Reliability: Commit to all 6–8 scheduled sessions from October to April. Arrive prepared and give reasonable notice if a session must be rescheduled.

Active Listening: Focus on understanding the mentee's perspective and interests. Ask open-ended questions to encourage reflection and self-direction.

Constructive Feedback: Offer balanced, actionable feedback on work, CVs, or presentations, highlighting strengths alongside areas for growth.



EXPECTATIONS FOR MENTORS

Safeguarding & Professional Boundaries

Observing & Identifying: Be attentive to any changes in behaviour, signs of distress, or potential safeguarding concerns disclosed during or outside sessions.

Reporting Protocols: Never investigate or promise confidentiality regarding potential harm or disclosures. Record factual details immediately and report them via designated safeguarding channels/officers.

Maintaining Boundaries: Use approved communication platforms only, avoid one-to-one messaging outside agreed channels, and ensure sessions occur during scheduled timeframes and in appropriate settings.



ROLES & EXPECTATIONS - MENTEES

PLACED

EXPECTATIONS FOR MENTEES

Driving Your Own Journey

- **Setting the Agenda:** You choose what to focus on, whether that's refining a portfolio, practising mock interviews, exploring career pathways, or building confidence.
- **Arriving Prepared:** Bring clear goals, specific questions, or work to review for every session.
- **Taking Action:** Treat agreed tasks between sessions (e.g., updating a CV or researching a building/topic) as professional commitments.



EXPECTATIONS FOR MENTEES

Professionalism & Communication

- **Punctuality & Reliability:** Show up on time for every scheduled session. If an emergency arises, inform your mentor or programme team as far in advance as possible.
- **Active Listening & Curiosity:** Be open to constructive feedback, ask questions when something isn't clear, and share your genuine opinions and creative ideas.
- **Respecting Boundaries:** Maintain professional communication channels (e.g., agreed platform/email) and respect your mentor's professional time and expertise.



EXPECTATIONS FOR MENTEES

Growth Mindset

- **Stepping Outside Your Comfort Zone:** Mentorship is a safe space to try new things, express uncertainties, and practice presenting your work.
- **Reflective Practice:** Regularly evaluate what you are learning, where you feel stuck, and how your goals might be evolving.



EXPECTATIONS FOR MENTEES

Mentorship isn't something that happens TO you; it's something you CREATE with your mentor. Your mentor is here to open doors and share insights, but you hold the steering wheel.

A great mentoring session starts before you even log on or meet up. Coming with one clear goal or question, even as simple as 'I'm stuck on my personal statement', transforms a quiet chat into a high-value session.

Respecting your mentor's time by being punctual and following through on agreed tasks demonstrates professional maturity, a core skill that will serve you throughout your career.



PROGRAMME OVERVIEW

PLACED

PROGRAMME OVERVIEW

Mentoring sessions can start after today

Session One: 'Goal Setting' (Suggested)

- Most mentorship pairs have been based geographically so they can meet face-to-face. As much as possible, we encourage you to meet in person wherever it is most convenient and comfortable for both parties.



PROGRAMME OVERVIEW

- For those who applied for online mentorships, we advise the mentor to host the session on whichever app they feel most comfortable with.
- Try to be in a quiet space with as few distractions as possible.
- Alternatively, go for a walk whilst on a phone call with your mentor. This way, you both get some fresh air and can engage in productive conversation.



FIRST SESSION

- **GOAL SETTING:** is key to a good programme of mentoring, and we encourage all pairs to set goals at the start of their mentoring relationship.
- Some goals will be immediate wins, and others will be more forward-thinking. Sometimes goals will change and develop into something else entirely!
- The main purpose of goal setting is to help you start thinking about the future and open up conversations about what that might look like. We will provide a form that may help you to structure your meeting and the discussions that you have.



SESSION IDEAS

- Goal Setting
- CV & Cover Letter
- Portfolio Development
- Mock Interview
- Presenting & Pitch Practiing
- Understanding Team Structures and Roles
- Building Tours & Site Visits



SESSION IDEAS

- Live Design / Work Review
- Networking & Professional Visibility
- Client or Supplier Visit
- Meeting Shadowing
- Job Hunting & Applications
- Other suggestions are welcome!



PROGRAMME OVERVIEW

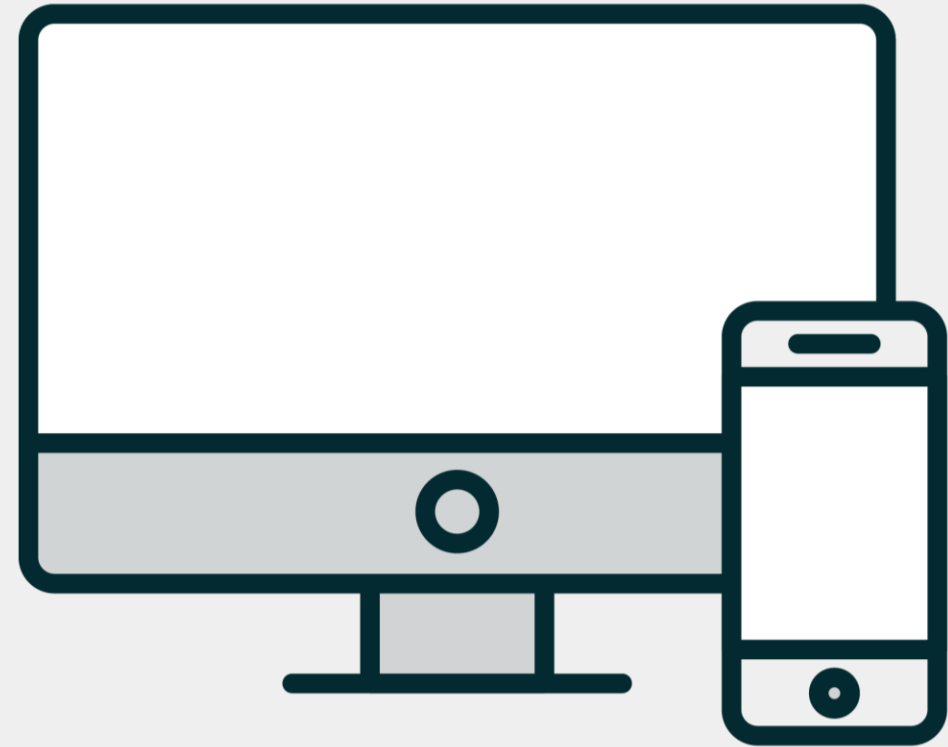
- In the mentors' shared folder, there is a document titled 'Session Overview' which they can print out and use to log what you've discussed and the actions for the next session to give to your mentee.



PROGRAMME OVERVIEW

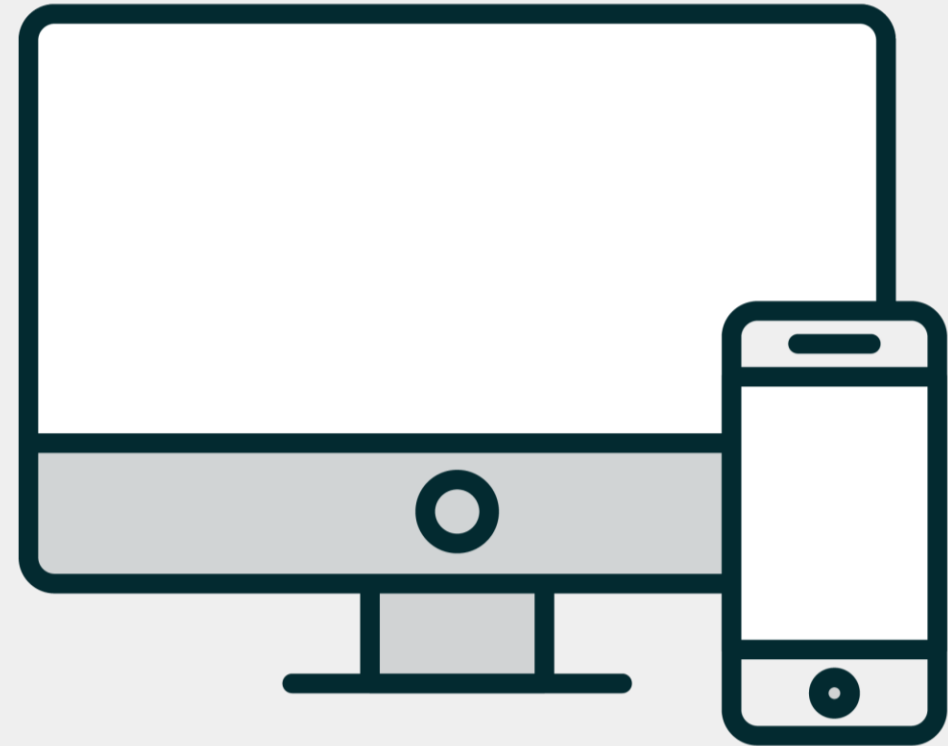
MENTOR FEEDBACK

- This is a mandatory element of the programme. Please allow for 10 minutes after your 1-1 to complete the 'Session Report'.
- This way we're able to monitor the mentorship, track any success and challenges and safeguard concerns.
- It will also allow us to continue to develop the mentorship programme by understanding what worked well, what could be improved and if you have any further comments on the experience.



PROGRAMME OVERVIEW

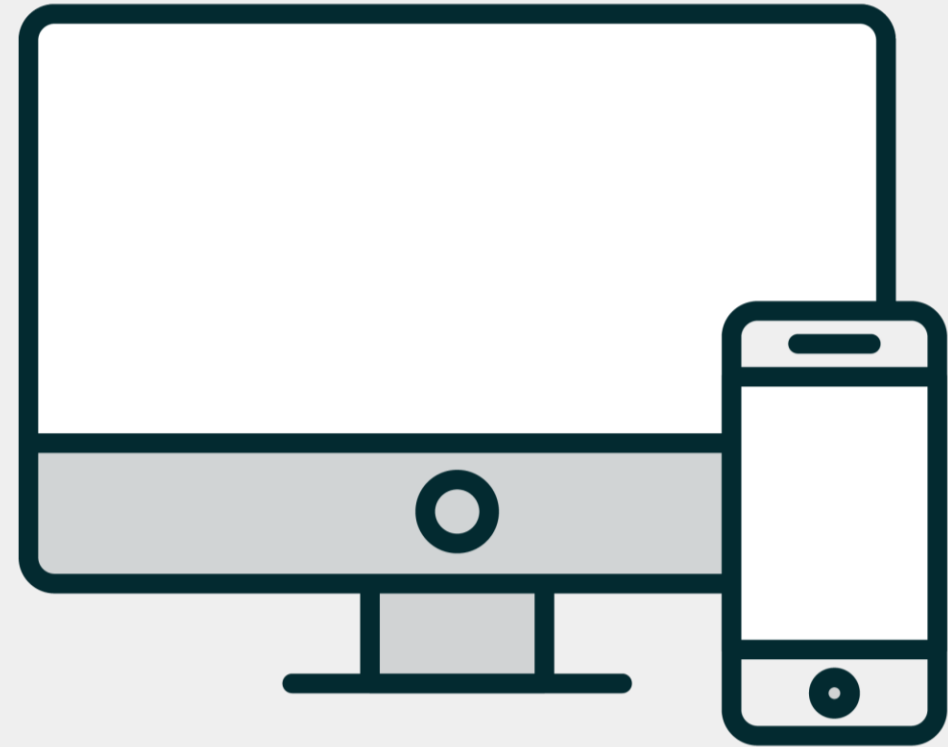
- The form will include: 'Date of Meeting', 'Key Themes Discussed', 'Session Description', 'Any Goals Set?', 'Safeguarding Issues' and 'Actions for Mentor and Mentee'
- I will send monthly reminders to complete the session report.
- If you haven't been able to meet during that month, please update me on whether you've been in communication and have a meeting scheduled or if you haven't been able to schedule something and need me to reach out to your partner.



PROGRAMME OVERVIEW

MENTEE FEEDBACK

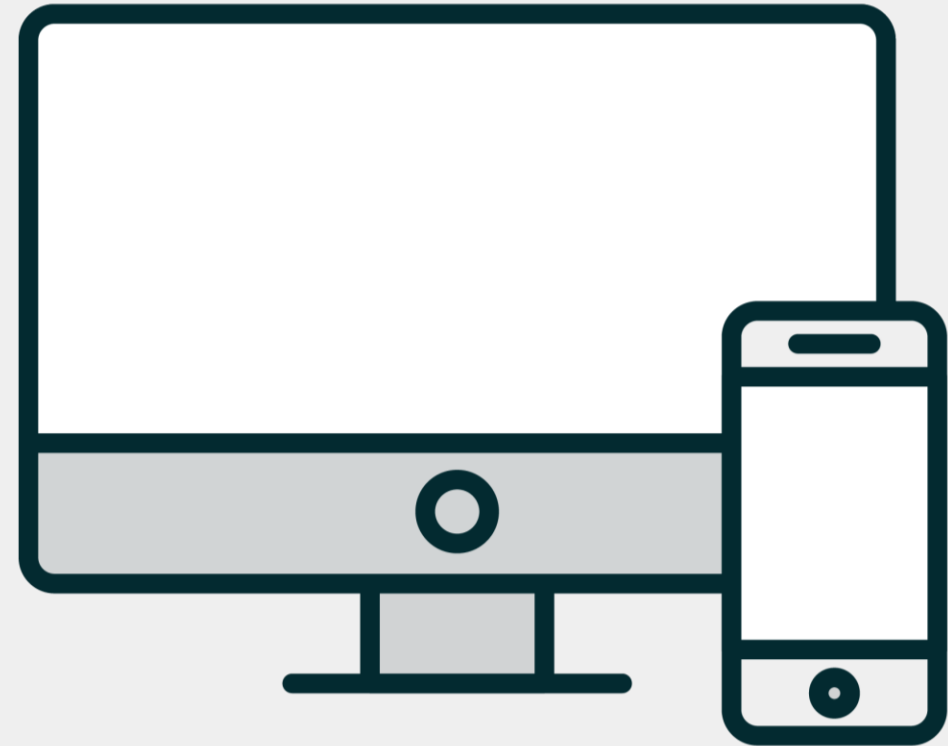
- This is a mandatory element of the programme.
- Once we have received three Mentor Session Reports, we will ask that you fill out a short check-in form.
- We use these check-ins to better understand how your mentoring relationship is going and offer you support. The contents of the form remain private, so feel free to be open and honest.



PROGRAMME OVERVIEW

MENTEE FEEDBACK

- You are encouraged to reach out to me if you haven't heard or had a response for your mentor, and I'll happily check in with them and make sure they've seen your message and are planning on replying.



PROGRAMME OVERVIEW

ENDING THE MENTORSHIP

- The mentorship programme is six sessions long, October to March or November to April, with the option of extending.
- If you and your mentor feel there are still goals to achieve and areas to explore, then as a pair you can agree to extend the mentorship to eight sessions.
- If you wish to extend your mentorship pairing, please email me with the update.
- Outline why you both feel its beneficial and when you plan on finishing the programme.



COMMON CHALLENGES

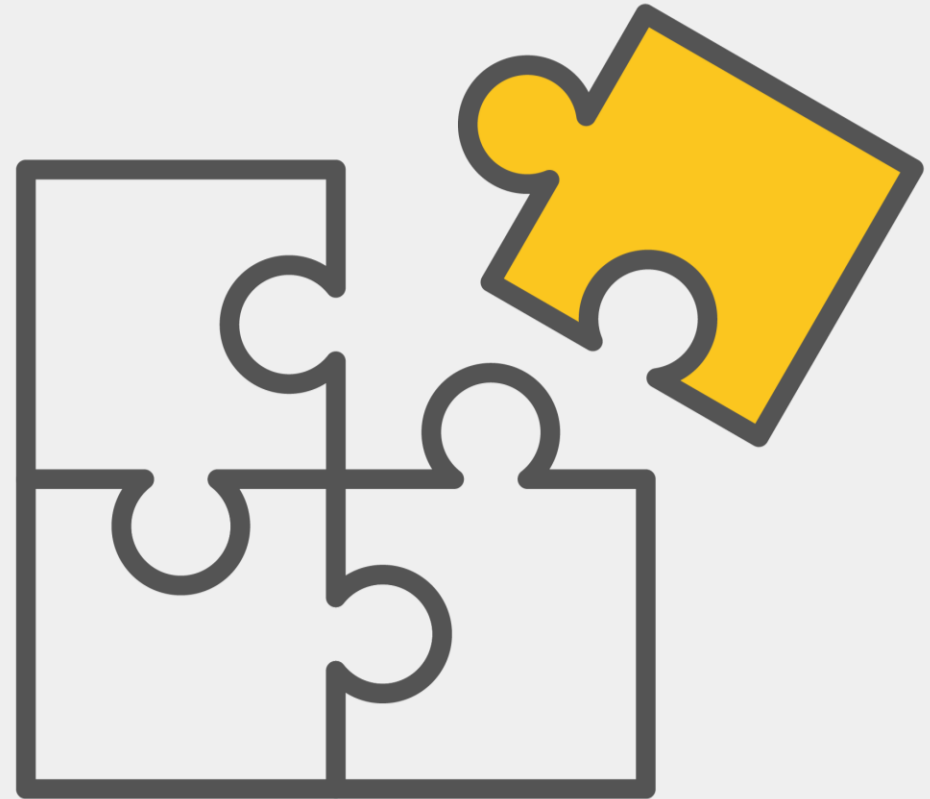
PLACED

CHALLENGES

The two biggest challenges when it comes to mentorship are:

- Communication
- Scheduling

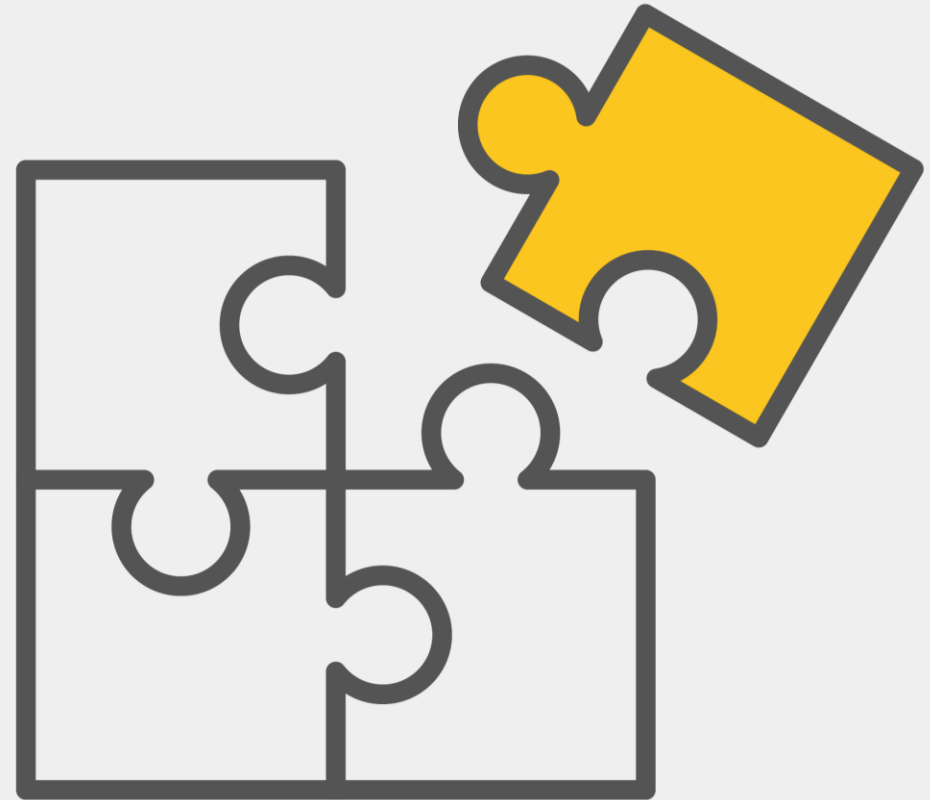
Communication breaks down when assumptions are made. Mentees might be waiting for their mentor to initiate, while mentors are waiting for mentees to show ownership. Agree on your preferred channel, whether that's email or a specific platform and establish expected response times during Session 1.



CHALLENGES

We know everyone is balancing busy lives, whether that's project deadlines or assignment/exam preparation. The best way to beat scheduling friction is to book your sessions in advance rather than playing phone tag month by month.

Where possible. book future session dates early (e.g., set 'every 3rd Thursday at 4 PM').



PROGRAMME TIMELINE

PLACED

PROGRAMME TIMELINE

Pre-Programme Phase (September):

Complete the Mentorship Agreement, share the 'Get to Know Each Other' form, attend the mixer event, and schedule the initial 1-to-1 session to ensure pairs are fully set up before Session 1.

Thematic Session Focus (Oct – March):

Assign each monthly session a focus so you have a sense of progression rather than seeing just a generic list.

Mid-Programme Check-In (December):

The December check-in is a strategic milestone to catch any challenges and address scheduling issues before the festive break.



PROGRAMME TIMELINE

Flexibility for Sessions 7–8 (Apr–May):

A built-in buffer for pairs who needed to reschedule earlier sessions or want an additional wrap-up meeting.

Formal Programme Close: Programme feedback from both mentors and mentees.

Celebration Event (June): You'll be invited to attend our annual PLACED Academy celebration event.

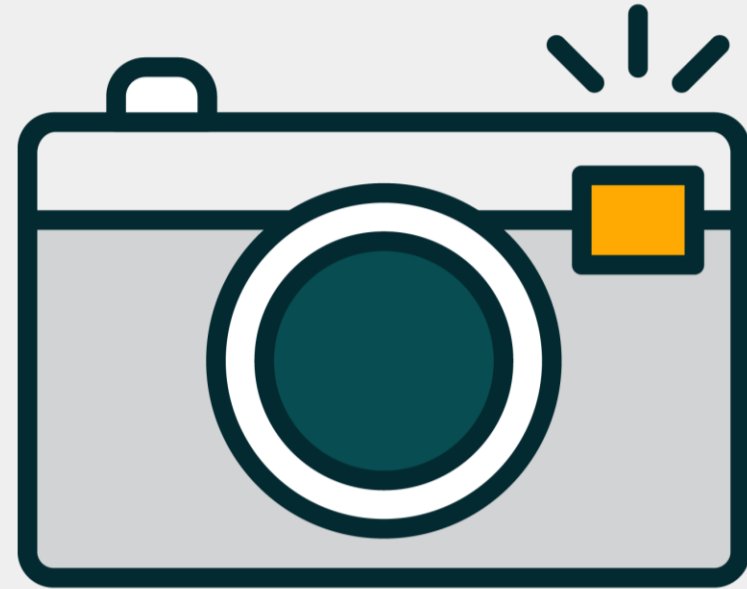


COMMS & SOCIAL MEDIA

PLACED

SOCIALS [OPTIONAL]

- If you feel comfortable, we'd love for you to update your socials after your sessions, ideally tagging the mentor's company and us.
- Or if you're interested in doing an Alumni socials take-over, we'd love that too! This can be a Reel, up to 1 minute long, showcasing your session. The style of the video is up to you! Voiceover, POV, mini vlog, or any other ideas.
- This will help promote your involvement in the programme, showcase what you've learned along the way and bring awareness to the programme



SPEED NETWORKING

PLACED

SPEED NETWORKING

A fast-paced icebreaker to get to know each other and kick-start conversations.

Duration: 1.5 minutes per pairing.

Name, Company & Job Role: Take a glance at one another's name badge before asking your first question.

The Flow: Choose one prompt question below to kick off the chat. If the conversation flows naturally, feel free to stick with it—the prompt questions are just there to help!



CONVERSATION CARDS

PLACED

CONVERSATION CARDS

- Each young person and professional pair will be given a pack of cards to randomly select conversation cards from.
- Professionals can answer first, followed by the young person.
- At the end, I might ask both parties for some insights on memorable answers given.

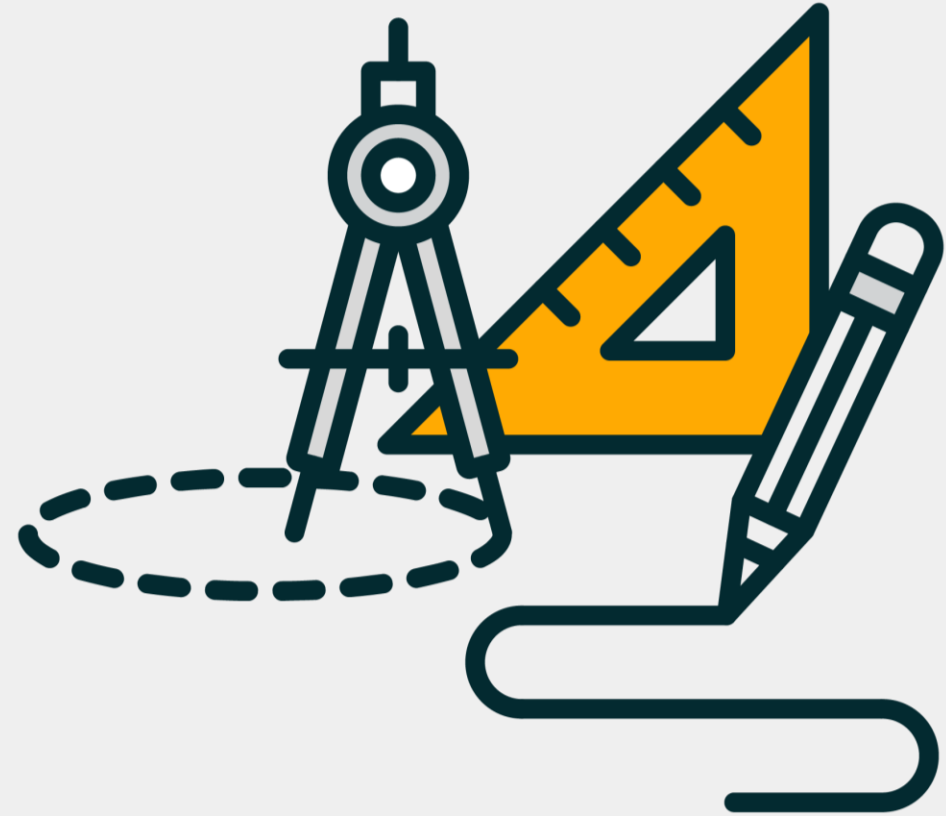


NEWSPAPER MODELS

PLACED

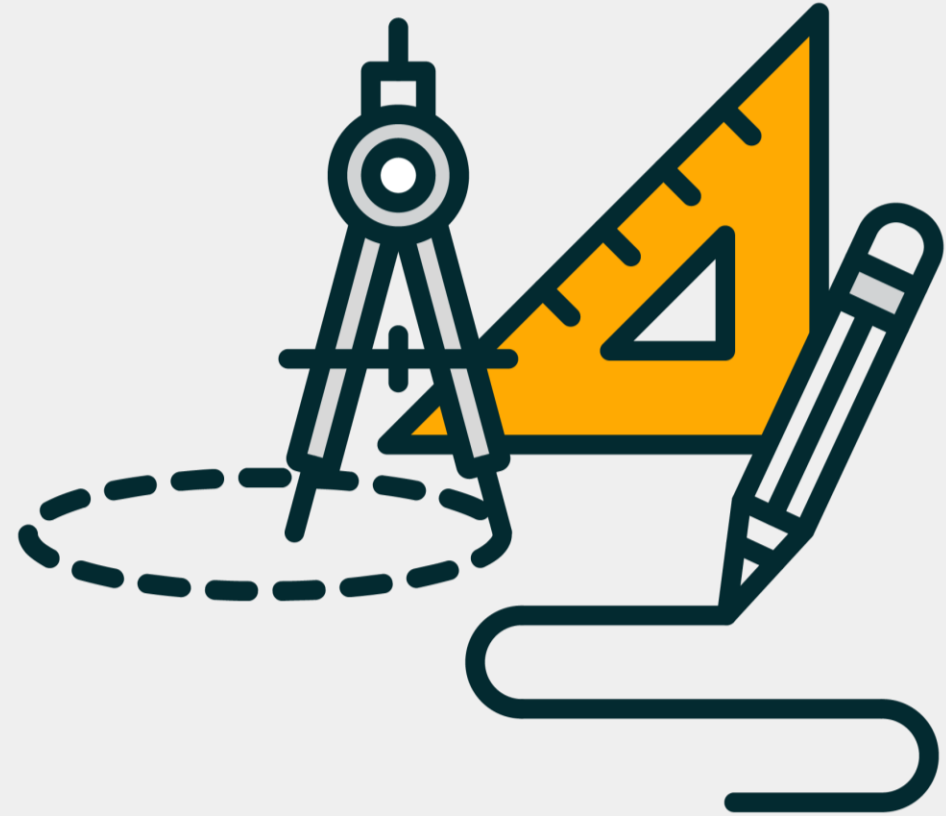
NEWSPAPER MODELS

- It wouldn't be a PLACED event if there wasn't a creative challenge thrown in there too!
- In your mentorship pairs, we are tasking you to create models from nothing more than newspaper, scissors & tape.
- You will be given three different words with three different time lengths to create your models.



NEWSPAPER MODELS

- It's your job to figure out how best to represent the words given in the allocated time
- We will judge the three models and name a winner who will receive a little prize.



PLANET: A SUSTAINABLE FUTURE IN 10 MINUTES

PLACED

PLACE: A NEIGHBOURHOOD IN 5 MINUTES

PLACED

**PEOPLE:
CONNECTION IN 3
MINUTES**

PLACED

MENTORSHIP AGREEMENT

PLACED

MENTORING AGREEMENT

- Having clear expectations of how mentoring will work and what to expect from each other is the best way to start a mentoring relationship.
- You should have all read the agreement, but please take this time to discuss the agreement together.
- Agree to ensure there is mutual trust and respect for each other, and maintain the process/relationship: beginning, middle and end.
- Discuss the best methods of communication, the best times and places to meet, the best way to give constructive feedback, etc.



SCHEDULING

PLACED

WHAT HAPPENS NEXT?

- Please schedule your first session, and if possible, schedule as many sessions as you can.
- You may need to move future sessions, but it's easier to have them in the diary and move them if needed.



FEEDBACK

PLACED

FEEDBACK

**ALUMNI & PATHWAYS PARTICIPANTS
SELECT OPTION 'EVENT/TALK/TOUR'**



FEEDBACK

MENTORS



**THANK YOU &
BEST OF
LUCK!**

PLACED