

INDUSTRY MENTORSHIP: MENTOR SESSION MENU

Here is a quick-reference guide to help mentors select, structure, and deliver impactful 1-on-1 mentoring sessions, outlining the dedicated supporting documents available for each.

0. Programme & Supporting Resources

- **Aim:** Ensure all mentorship interactions uphold professional standards, safety compliance, and inclusive practices.
- **Supporting Documents:**
 - Industry Mentorship Mixer Presentation
 - Code of Conduct
 - Safeguarding Guide
 - Supporting Neurodivergent Young People
 - Mentee Session Overview
- **Notes:** Essential documents outlining boundaries, safety protocols, programme structures, briefing materials, and practical strategies for supporting neurodivergent mentees effectively.

1. Goal Setting & Career Mapping

- **Aim:** Help the mentee identify strengths, set career targets, and map out short-and long-term mentorship goals
- **Supporting Document:** '1.1 Mentee Skills & Strengths Audit Worksheet', '1.2 Mentor Goal Facilitation Guide' & '1.3 Mentee Goal-Setting Worksheet'
- **Notes:** Provides structured templates and SMART goal frameworks to map out mentorship milestones.

2. CV & Cover Letter Review

- **Aim:** Refine the mentee's CV and cover letter for built environment roles, ensuring formatting, tone, and achievements are polished.
- **Supporting Document:** '2.1 Mentor Guide For CV & Cover Letter Reviews'
- **Notes:** Features live review guidelines, actionable feedback, key action verbs, and sector-specific tailoring tips.

3. Portfolio & Pitching

- **Aim:** Review work samples or design projects and practice presenting design ideas clearly and confidently.
- **Supporting Document:** '3.1 Mentor Portfolio Feedback Summary' & '3.2 Mentor Facilitating 'The Pitch''
- **Notes:** Includes a 5-minute presentation system, visual layout checklists, and storytelling evaluation prompts.

4. Mock Interviews

- **Aim:** Build confidence in responding to typical sector interview questions and communicating personal experiences.
- **Supporting Document:** '4.1 Mock Interview Question Bank & Evaluation Kit'
- **Notes:** Features a bank of built environment interview prompts, response structures, and feedback.

5. Industry Team Structures & Roles

- **Aim:** Demystify how multidisciplinary design and construction teams collaborate across project lifecycles.
- **Supporting Document:** '5.1 Mentor Interdisciplinary Team Mapping'
- **Notes:** Provides visual mapping templates to break down the responsibilities of Architects, Planners, Engineers, PMs, and Qs on a project.

6. Building Tours & Site Visits

- **Aim:** Provide direct, on-site exposure to active developments or completed architectural projects.
- **Supporting Document:** *None required*
- **Why No Document:** Designed as an experiential, location-based session where learning happens through real-world observation and discussion of on-site design decisions, material choices, and safety considerations.

7. Live Project Walkthroughs

- **Aim:** Walk through a live or past industry project to show how concepts move from brief to completion.
- **Supporting Document:** '7.1 Mentor Live Project Walkthrough'
- **Notes:** Guides the mentor and mentee through desktop analysis using real drawings, site plans, client briefs, and planning application documentation.

8. LinkedIn & Professional Networking

- **Aim:** Improve the mentee's professional online presence and practice tailored networking outreach strategies.
- **Supporting Document:** '8.1 LinkedIn Profile & Online Networking'
- **Notes:** Includes profile optimisation checklists and customisable connection templates (e.g., "coffee and pick your brains" messages).

9. Client or Supplier Visits

- **Aim:** Introduce the mentee to the broader supply chain and commercial relationships within the sector.
- **Supporting Document:** *None required*

- **Why No Document:** Designed as a real-world experience, focused on direct interaction and exposure with external specialists, suppliers, or clients, offering a rich experience for the mentee.

10. Meeting Shadowing

- **Aim:** Allow the mentee to observe real-time workplace dynamics, communication, and decision-making.
- **Supporting Document:** *None required.*
- **Why No Document:** Mentee acts purely as an observer during live team catch-ups or client coordination meetings; structured worksheets would distract from active observation and the informal debrief.

11. Job Hunting & Sector Routes

- **Aim:** Explore routes into the industry (apprenticeships, degree apprenticeships, university courses, entry-level roles). Showcase the variety of websites and how to break down job applications.
- **Supporting Document:** *None required*
- **Why No Document:** Relies on real-time web browsing and research tailored directly to live job opportunities, regional employers, entry requirements, and specific local opportunities

12. Final Session Reflections

- **Aim:** Review overall progress, evaluate growth against initial goals, and establish next steps as the formal mentorship concludes.
- **Supporting Document:** '13.0 Final Session Reflections'
- **Notes:** Facilitates a structured wrap-up discussion to celebrate achievements, record key takeaways, and discuss long-term professional development goals beyond the programme.