



# NZIQS MENTEE GUIDELINES

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Guidelines to assist Mentees in NZIQS Mentoring Programmes

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# NZIQS MENTORING GUIDELINES FOR STUDENTS AND EARLY-CAREER QUANTITY SURVEYORS

## INTRODUCTION

The New Zealand Institute of Quantity Surveyors (NZIQS) Key Strategic Priorities (2019) highlights the need to develop students and early-career quantity surveyors (mentees) to add more value to the profession. Mentoring can play an important role to achieve this goal.

The NZIQS mentoring programme goal is to provide support to mentees to accelerate their development and give them an understanding of what they can expect when they enter the industry.

The programme should provide an opportunity for experienced quantity surveyors (mentors) and mentees to develop an ongoing relationship by meeting regularly and discussing issues relating to quantity surveying within an organised and supportive framework.

The requirements of the mentor role for which NZIQS accreditation has been provided is included in these guidelines, and any other mentor/mentee activity outside the guidelines is not part of the NZIQS programme.

The mentoring programme is intended to:

- deliver and enhance the mentee's knowledge of the **QS** industry roles and career possibilities within New Zealand
- enhance the tertiary education of the mentees
- promote valuable interaction among the mentors and mentees
- introduce mentees to professional ethics and best practice principles, and
- reinforce the value of NZIQS as the national body representing the quantity surveying profession.

## WHAT IS MENTORING?

Mentoring is defined as *“a mutually beneficial relationship that involves a more experienced person helping less experienced people identify and achieve their goals”*.

A mentor provides support, knowledge, encouragement, guidance, constructive feedback and acts as a sounding board to the mentee by developing a genuine interest in the growth of their abilities and development.

**It should be noted that the mentor is not to be seen as a potential employer or job placement, and they are not an alternative lecturer or tutor.**

The relationship should be based upon encouragement, constructive feedback, openness, mutual trust, respect, and willingness to learn and share.

There are two basic ways the mentoring programme structure can occur, One-to-One Mentoring and Group Mentoring.

The One-to-One Mentoring will be based on a relationship between one mentor and one mentee. Group Mentoring will involve a group of mentees participating as a learning group and benefitting together from the experience and expertise of a mentor or mentors.

## PARTICIPANT ELIGIBILITY

All mentors and mentees must be members of the NZIQS.

This voluntary programme will operate only within New Zealand and with the voluntary support of sufficient experienced NZIQS members.

NZIQS Branch Committees will manage the mentoring programme by appointing a **Mentoring Coordinator**

### **Mentors**

Mentors will ideally have at least 5 years experience in a private and/or contractor role and preferably hold Registered Quantity Surveyor status. The local Branch Committees nominate the mentors.

### **Mentees**

Mentees are students or early-career quantity surveyors with less than 3 years of experience. Undergraduate students should be in the final year of their studies.

## MATCHING MENTORS AND MENTEES

To increase the odds that a mentoring relationship will endure and be effective, it needs a strong foundation. This begins with a good match.

The Branch Committee's Mentoring Coordinator will undertake the matching of mentors and mentees. It is good practice to confirm with the mentee the identity of the potential mentor.

## MENTEES

Whether your need is career development or project-specific advice, a qualified mentor can help you. A mentor will share both insight and support while you navigate your way forward.

**The Expected Outcomes for the Mentees will include:**

- to become acquainted with the benefits of belonging to NZIQS
- to become acquainted with the networking opportunities available through this programme and NZIQS by attending CPD events
- to give mentees an awareness of professional responsibilities, professional ethics, and the value of a professional institute
- to gain an understanding of the potential work environments and the context in which the tertiary subjects may be used
- to gain advice/information on research topics/specialist study
- to gain reassurance on the direction of current work
- to gain knowledge of the workplaces available to quantity surveyor qualification holders
- a record of participation in the mentoring programme.

Both mentor and mentee participate voluntarily in the Mentoring Programme, and the mentee has an active role in initialising and maintaining a productive relationship. All issues discussed in the mentoring relationship are confidential. The mentee is expected to provide feedback to the Mentoring Coordinator at the end of the mentoring programme.

## MENTOR

It is anticipated that the Mentoring Programme will benefit the mentors as it will acquaint them with the current educational programmes for quantity surveyors and introduce them to their future junior professional colleagues and employees. Mentors, while often very different in personality or management style, have the following characteristics in common:

- focus on professional development, which is the primary objective of the programme
- enthusiastic about their profession and about sharing their experience and knowledge
- work experience – broad background with depth in some areas
- ability to listen actively, ask open questions and give positive feedback
- appreciation of the value of different cultures within the profession and awareness of different cultural values
- knowledge of other professionals in the construction industry roles who may better respond to mentee queries.

The BEST mentors are interested and focused listeners who show empathy towards mentees and succeed in getting the mentee to gain knowledge from their own observation, research, and application and give constructive help and advice.

## CHARACTERISTICS OF A GOOD MENTOR/MENTEE CONTRACT

- the relationship is based on **trust**
- both mentor and mentee must maintain the **confidentiality** of any material seen or discussed, especially if it has or may have commercial sensitivity
- the mentor must have **credibility**
- the mentee recognise the **value** of the advice
- the relationship is focused on the needs of the mentee
- **success** is measured by how well the **mentor advice meets the mentee's needs**
- the mentor assists the mentee in finding the answer for themselves rather than gives the complete answer.

## NZIQS MENTEE GUIDE

*Life is too short to make all your own mistakes yourself.' Winston Churchill*

Mentors are simply people who help others succeed. They are often more experienced individuals willing to share their knowledge and experience with others to fast-track progress towards their work, career, or development goals.

Mentors don't necessarily have to be people in your area or people you know well, but they need to be people you feel have something to offer. Sometimes the best mentors are those who provide a fresh perspective or a new set of eyes. A simple definition of mentoring is *"a brain to pick, an ear to listen and an occasional push in the right direction."* (John C Cosby).

### THE MENTOR'S ROLE

The roles of the mentor include:

- acting as a sounding board
- sharing their knowledge and experience
- an encourager or supporter
- a career development guide
- a source of knowledge on the profession

Mentors will be whatever you want them to be, and the best mentoring is driven by you, the mentee.

### HOW WILL YOU BENEFIT FROM HAVING A MENTOR?

Mentoring provides regular opportunities to:

- focus on your longer-term goals or career aspirations
- reflect upon the content and the process of your work
- receive impartial assistance with decisions or problems that you encounter
- learn from someone else's experience
- receive independent feedback on your approach, actions, or attitudes
- receive guidance in career development, choices, or pathways

## TOPIC IDEAS FOR MENTORING MEETINGS

Possible topics to discuss at meetings:

- progress towards your goals
- situations which you feel you could have managed more effectively
- decisions, dilemmas, or career choices
- things that are in process and could go one way or the other
- things coming up which may be challenging
- what is causing you the most stress right now?

Remember, there is no such thing as a bad question except the one you don't ask. Your mentor will not judge you, and they want to be a helpful resource for you.

## TIPS FOR A GOOD MENTORING RELATIONSHIP

### **Clarify the purpose**

Determine your goals for the mentoring process.

### **Meet regularly**

Plan to meet your mentor regularly and between you decide how available your mentor will be. Determine when and where you will meet, what you will (or won't) talk about and how you will review the mentoring process along the way.

### **Ensure privacy and confidentiality**

Confidentiality is fundamental to any good mentoring relationship. Therefore, all information from a mentoring session must remain confidential to both parties.

### **Drive the mentoring relationship**

It is your responsibility to drive the relationship by being clear on your needs, making arrangements for meetings and taking responsibility for your own learning. The mentor is there to guide and facilitate your decisions.

### **Come prepared**

If mentors are freely giving their time, it is important to come prepared for your mentoring meetings. Making sure mentoring is good value for time is the one thing that most impacts on its success. Decide what you want to talk about and what you want to get out of the mentoring meeting before you get there, and let your mentor know either ahead of time or at the start.

### **Say thank you**

Show gratitude and appreciation, and never take your mentor for granted. Remember to tell them the difference the mentoring is making to you, share your successes and let them know what you value about their mentoring approach.