# ECITB Project Management Mentoring Programme

## ECITB Industry Recognised Mentor Process

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| **REGISTER INTEREST** | Submit expression of interest via application form to pm-mentoring@ecitb.org.uk with Statement of experience in the Engineering Construction Industry and Mentoring and reasons for wishing to commit to PM Mentoring |
| **DISCUSSION** | Review of interest by Steering Group with Mentor to meet / discuss programme with potential new mentors, their interest in the programme and relevant experience |
| **INVITATION** | Mentor receives response to expression of interest from ECITB with invitation to access information on the Mentoring Scheme and the Process which is to be applied |
| **PROGRAMME STRUCTURE** | Mentor to read and acknowledge following documents:<br>• ECITB Mentoring Guidelines<br>• ECITB Mentoring Terms Of Reference (ToR)<br>• ECITB Mentoring Tools (PM Framework)<br>• Overview of Programme for Mentees |
| **RECOGNISED MENTOR** | Mentor sends confirmation to ECITB once all documents are reviewed, and can participate in Mentoring Programme |
| **MENTOR TRAINING** | Training offered for mentors as required |

## ECITB Mentee Registration Process

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| **REGISTER INTEREST** | Submit application form via email to **PM-Mentoring@ecitb.org.uk** together with CV and qualifying statement highlighting reasons for enrolment and desired outcomes. Shortlist of applicants are sent to Steering Group for 'Pairing'. | |
| **CONFIRMATION** | Successful applicants will receive a response from ECITB with an invitation to join the programme | |
| **ACCEPTANCE** | An email will be sent to the Mentee offering a place on the programme and access to programme paperwork asking to undertake Project Management Framework. Once received the ECITB Industry Recognised Mentor will make contact to confirm arrangements and schedule 1st meeting | |
| **PROGRAMME LAUNCH** | Meeting for mentees induction to the programme to cover<br>• Mentoring relationship<br>• Objective setting | Meeting for all mentees and mentors selected for the programme<br>• Introduction of mentors to mentees<br>• Introduction to programme and network<br>• Sharing Top Tips for success from previous Programmes |

## Programme Outline

| FIRST MEETING | MID-POINT REVIEW (4 MONTHS) | FINAL MEETING (8 MONTHS) | FEEDBACK | STEERING GROUP |
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| • Review and sign ToR<br>• Define Objectives<br>• Complete Personal Development Plans - Part A and B | • Mid-point meeting of Mentors and Mentees. Mentees submit updated action plan | • Mentee to complete PM Competence Framework Assessment<br>• Mentor & Mentee review Success Criteria | • Mentor to submit programme feedback<br>• Mentee to submit programme feedback<br>• Mentor Mentee network meeting | • Review of programme<br>• Recommendations |