

## SECTION 15 MENTORING

(00-10-28-29-53)

- 15.1 ASHRAE Local Chapter Mentoring Program
- 15.2 Mentoring Subcommittee Guidelines
- 15.3 ASHRAE Mentoring Activities
- 15.4 Mentors
- 15.5 Protégés
- 15.6 Tracking the Program
- 15.7 Mentoring Resources
- 15.8 Guidelines for New Member Participation

### SECTION 15 MENTORING (00-10-28-29-53)

#### 15.1 ASHRAE Local Chapter Mentoring Program

- Members helping members gain experience that will carry ASHRAE into the future.

The Mentoring Program is the responsibility of a subcommittee of the Chapter Membership Promotion Committee. Discuss it with your Chapter Board of Governors to gain their support and encourage chapter members to join the team.

#### 15.2 Mentoring Subcommittee Guidelines

- The best time to start a mentoring program is now, not later.

Recognize that you may have many questions and few answers at first. Decide as a Mentoring Committee what seems to make the most sense to you and what fits your capabilities the best. Try it for two or three months, then reconvene as a committee. Review your results and determine where your process is giving you the results you want and where it isn't. Keep the parts that are working, change the ones that aren't.

The Subcommittee Chair should contact the Membership Promotion Chair for anything they may need that's available from the chapter, or from the Regional Vice Chair for what's available from Society.

It may be wise to work with some highly experienced, respected chapter members to develop a list of candidates from which you may want to select your mentors.

Try to ensure that there is no conflict of interest created by assigning a given mentor to a given protégé.

#### 15.3 ASHRAE Mentoring Activities

- **A mentor may act as the protégé's teacher by:**
  - A. Providing the protégé with ASHRAE and industry organizational information and practical training on strategies to overcome obstacles in their careers.
  - B. Showing the protégé how to assess and monitor his/her performance.
  - C. Acting as a role model for proper conduct in a variety of situations.

- **A mentor could coach the protégé by:**

- A. Discussing new initiatives and risk taking strategies to help the protégé regarding how he/she may assume greater responsibilities, within ASHRAE and the HVAC&R industry.
- B. Fostering creativity and helping the protégé to develop his/her own effective business style.
- C. Providing advice and guidance for achieving goals and tasks successfully.

- **A mentor may counsel the protégé by:**

- A. Soliciting the protégé's opinion, taking him/her into their confidence, building his/her sense of competence by demonstrating trust in them.
- B. Showing genuine interest in the protégé's values and concerns by listening, offering advice, asking challenging questions, and serving as a soundboard.

- **A mentor could even be the protégé's champion by:**

- A. Providing the protégé access to in-house contacts, lines of communication or other resources that are not usually available.
- B. Praising the protégé's performances to others, establishing the perception that he/she is competent and capable.

## 15.4 Mentors

### Who Are Mentors?

Mentors are experienced ASHRAE members who help inexperienced ASHRAE members or student members (the protégés) in development by effective teaching, coaching, counseling, and/or championing.

The mentor acts as a role model, which in a one-on-one relationship helps a protégé by relating his/her experiences in ASHRAE related work. The mentor's task is to focus on the

protégé's professional and ASHRAE development.

### Best Prospective Mentor Pool

It seems evident that the best prospects for mentors are past Chapter Presidents plus members who have remained active in chapter activities over several years. These people tend to have a strong desire to see the chapter continue to succeed. On the other hand they often don't want to take on any major long term chapter responsibilities, figuring they've done that already. Often these people are also recognized in our industry.

What a combination: On one hand, people who are very knowledgeable in ASHRAE, the chapter, and the industry but don't want to do the same thing again or don't want a major time commitment and on the other, a brand new program that enables knowledgeable people to apply their experience and expertise to the benefit of others and does not entail a major time commitment.

## 15.5 Protégés

- Give all new members and student members the opportunity of the mentoring program by calling them and offering them the benefit of another ASHRAE member's experience/expertise.
- Don't force it on them! Make them aware that this is another benefit of belonging to ASHRAE.
- Find out what their industry interests are, what experience they have and what type of help they could use in finding out "what else there is to being a member of ASHRAE."
- Get a verbal resume, similar to the ones you should also receive from the mentors.
- Once you have a protégé with a need, link them up with an appropriate mentor from your "pool."

- If you have any doubts whatsoever related to the match-up, discuss it with your committee, or a chapter board member.

### 15.6 Tracking the Program

#### After a predetermined time frame, review the individual partnerships:

- Have both participants openly and willingly taken part in the exchange of information?
- Have both participants made a commitment to advancing professional development?
- Have both participants realized professional growth and personal satisfaction?

### 15.7 Mentoring Resources

- Your Board of Governors
- Past Chapter Presidents
- Local Chapter Members
- Society's Mentoring Program Guide
- Your Regional Vice Chair
- Utilize the ASHRAE Home Page

### 15.8 Guidelines for New Member Participation

#### Objectives

Provide a tool for chapter president and committee officers to:

- Mentor new members
- Provide better services to new members
- Measure new members feedback
- Look for and develop new committee officers

#### Functions

- Membership Promotion Chair to review new members feedback
- Chapter President/Secretary to prepare questionnaire to evaluate new members satisfaction
- Chapter officers to remind and motivate new members to participate in chapter programs
- Chapter officers to look for their alternates or deputy for future replacement