

# Real Estate Council of San Antonio Mentorship Program

## INTRODUCTION & PROGRAM OVERVIEW

### About the Program

Real Estate Council of San Antonio (“RECSA”) is dedicated to building the next generation of leaders in the real estate development industry through volunteer opportunities and formal leadership training. The mission of the Mentorship Program is to complement the Leadership Development Program (“LDP”) to foster an exchange of professional ideas, expertise and personal friendships by matching Mentors with Mentees. The Mentorship Program is intended to enhance leadership skills and encourage the Mentee to personally get more involved in RECSA.

### Matching Mentors & Mentees

This program matches the individuals in the LDP class (“Mentees”) with experienced professionals in our industry (“Mentors”) for guidance and support, offering the Mentees the opportunity to grow professionally and personally as well as an opportunity to strengthen their ties with RECSA and better understand the organization’s mission. The program was established utilizing successful examples of similar programs in the Commercial Real Estate Industry.

### Program Format

The general format will be to implement the mentorship program as part of LDP and provide each LDP participant a Mentor to meet with at least monthly, and more often if appropriate. The Mentors will be seasoned professionals and active volunteer members of RECSA. The LDP class begins in August and runs through May. The Mentorship Program will begin in October and run through July of that year, which will give LDP members a chance to get acquainted with the LDP program prior to being assigned a Mentor and then continue to meet with their Mentors beyond graduation.

### Program Goals

The goal of this program is to allow the LDP class gain industry knowledge with leaders in the commercial real estate industry and to foster long lasting relationships with senior professionals in the industry. Ultimately, the Mentees will be better prepared to hold leadership positions within RECSA.

### Program Outline

- All LDP participants will be partnered with a Mentor
- The Mentorship Program will run October through July for each LDP class
- Mentors will be active, senior RECSA members from various professional backgrounds
- Mentors and mentees are encouraged to meet and/or touch base at least once per month
- Attendance at all Mentor/Mentee meetings is expected
- Complete confidentiality is expected and required between the Mentor and Mentee
- Mentees will send a confirmation of meeting to LDP co-Chairs as requested

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## Program Benefits

The Mentorship Program will provide benefits to both the Mentor and Mentee.

The Mentor can share their experience and expertise to the Mentee and at the same time be exposed to new and different perspectives that can create an increased capacity to self-reflect. A Mentee gains the opportunity to grow both professionally and personally by interacting with role models and receive personalized feedback and encouragement, while gaining exposure to others' business and career histories.

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## MENTOR & MENTEE PARTICIPATION GUIDE

### Critical Success Considerations

- Confidentiality
  - All conversations with the Mentee/Mentor are kept confidential
  - Ensure the mentoring relationship is built on trust
- Accountability
  - Both Mentor and Mentee held accountable to meetings
  - Mentee is responsible for completing any action items from meetings
- Commitment – both Mentor and Mentee must be committed to the entire program
  - Mentor and Mentee both agree to touch base at least once per month

### Roles & Responsibilities of a Mentor

A Mentor serves as a positive role model and advisor. It is critically important for the Mentor to be committed to the program and be able to communicate effectively and confidentially.

- Be a trusted advisor and offer complete confidentiality
- Get to know the Mentee on both personal and professional levels
- Be an active listener and understand their goals; help them achieve their goals
- Be available between sessions if needed
- Be aware of the Mentee's strengths and areas that need improvement; read the Mentee's Clifton Strengths for Leaders when available
- Be respectful and supportive; provide appropriate and timely advice and guidance
- Be a source of information and resources
- Offer honest and empathetic feedback; offer constructive criticism in a supportive way
- Celebrate milestones and achievements
- Assist in developing goals to succeed; provide guidance on career development

### Roles & Responsibilities of a Mentee

A Mentee should be willing to take initiative for personal growth and willing to devote the time to make things happen for themselves. The Mentee should be involved and become the key driver of the process.

- Review Clifton Strengths for Leaders report as soon as possible
  - Use these as a guide throughout the Mentorship Program
- Be open to receiving feedback and coaching

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- Take responsibility for their professional growth
- Be prepared for meetings – have questions and discussion topics prepared before meeting
- Identify personal development goals; ask mentor for help achieving these
- Be respectful of the mentor’s time and commitment
- Be honest, open and positive; ask questions
- Be an active listener
- Keep conversations focused on business and professional development
- Be responsible for initiating and maintaining contact with your mentor
- Keep all discussions confidential

## Ensuring an Effective First Meeting

Like any other, mentoring relationships take work. The Mentee is responsible for initiating the meetings with the Mentor and driving the conversation to cover what the Mentee wants to focus on. Prior to the kick-off, the Mentee should provide the mentor with their resume and brief personal history and give the Mentor an idea of what the Mentee wants to focus on. The first individual meeting between the Mentor and Mentee should include getting to know each other – career paths, professional goals, etc. The groundwork for the rest of the program should be laid out at the first meeting – how often to meet (we encourage at least once per month), time of day, how to communicate with each other and the specific goals and objectives of the Mentee by participating in the program.

## Potential Questions and Topics for Discussion

Although the Mentee is responsible for clarifying the agenda in meetings, we have included potential questions for both Mentors and Mentees to help “break the ice” and keep the discussion moving.

## For Mentors

Ask open ended and probing questions to encourage the Mentee’s thought process. Some suggested questions include:

- What does RECSA mean to you?
- What does success look like to you?
- Where do you see yourself in five years?
- What do you hope to accomplish through this program?
- What obstacle do you face right now?
- What led you to this career path?
- What do you like to do outside of work?

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- What do you consider to be your professional strengths and weaknesses?
- What accomplishments are you most proud of?
- How do you track the progress of your goals?
- What areas of your career have you grown the most?
- Do you have any habits that hinder your growth?
- What can I do to help you feel more confident in your career growth?
- In what areas would you like the most support?

### For Mentees

Recognize that you will impact how successful your mentoring program will be; feel free to ask specifically for what you need. Some suggested questions include:

- What has your involvement with RECSA looked like and why did you get involved?
- How do you spend most of your time? Ask this question for one reason only – digging to build an authentic relationship
- What would you do if you were me? Don't waste your time looking to impress your Mentor with how smart you are. Tell them about your specific challenges and ask for their recommendations.
- Is this where you thought you would end up? Most experienced professionals take the scenic route in their career. How they got there is usually an interesting tale with mistakes and revelations. Learn from them.
- What were some challenges you faced in X position?
- What professional experiences did you have that led you to your current position?
- What skills have been most beneficial for you?
- Are there certain things I should be doing so that I can learn skills that will help me prepare for my own career?
- What career accomplishments are you most proud of?
- What's one thing you wish someone had told you when you were at the career stage I am currently?
- What is the most meaningful part of your job?
- Where do you think I can improve that would be most beneficial to the goals that I have shared with you?

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- What could I have done differently in this specific situation that may have improved the outcome?
- What do you see as my weaknesses? How might I turn them into strengths?