

2025 CREW GREATER PHILADELPHIA

# MENTORSHIP PROGRAM GUIDE

## INTRODUCTION

CREW Greater Philadelphia is excited to establish its own mentorship program. This inaugural six-month program is being created in an effort to connect our aspiring professionals and leaders with seasoned members of the commercial real estate industry in our area. Our goal is to help and support all participants in this mentorship program by providing opportunities for professionals at all stages of their careers to learn from one another.

## GOALS OF THE MENTORSHIP PROGRAM

The CREW Greater Philadelphia Mentorship program aims to support our members in enriching their professional and personal growth, by facilitating relationships that result in leadership development and meaningful connections. Building skills for future goals and milestones while providing one another with guidance, advice and feedback is paramount to building a successful mentorship program.

## HOW DOES IT WORK?

**APPLICATION PROCESS:** Both Mentors and Mentees will submit applications via the CREW Greater Philadelphia website in March. These applications will help us select and pair Mentors and Mentees with one another.

**TIME COMMITMENT:** Mentors and Mentees should meet at least once per calendar month for the duration of the program. More frequent meetings can be scheduled if the Mentor and Mentee both would like to, and agree to, do so. There will also be a kick-off event in mid-May 2025 and wrap-up event in November 2025 to which all of our Mentors and Mentees will be invited. There will also be a mid-program check-in with each of the Mentor and Mentee pairings, which can be conducted in person, by phone or zoom, to gauge how the mentorship relationship is going and to receive feedback from the participants on the program.

## NOTIFICATION OF MENTORSHIP SELECTION TO PARTICIPATE IN PROGRAM

**AND PAIRING:** In April 2025, Mentors and Mentees will be notified of the identification and contact information of their pairings. Though the program will not formally begin until May 2025, you are welcome to reach out to the person with whom you have been paired prior to that time.

## HOW TO GET STARTED ONCE MENTOR AND MENTEE PAIRINGS ARE MADE

- Attend Kick Off Event on mid-May 2025.
  - We will have a guest speaker that will discuss the importance of mentorship and how to create a successful mentor/mentee relationship.
- Meet at least one time each month during the program to discuss action plan and efforts to meet goals.
  - Review Best Practices for Mentors and Mentees located on Page 4 of this Handbook.
- Schedule initial meeting with Mentor/Mentee to take place in June 2025 or before, if that works for your schedules.
  - Some “get to know you” questions are included on Page 5 of this Handbook to help you get to know your Mentor/Mentee.
- Build an action plan for goals of both the Mentor and Mentee.
  - Some initial questions to assist in the preparation of the action plan are located on Page 5 of this Handbook.
  - The action plan should identify two or three specific career goals, proposed methods to achieve those goals and ways to measure how and when these goals are reached.
  - The action plan can address both short-term and long-term goals
  - In preparing an action plan, any impediments to achieving the identified goals should be discussed and addressed in the course of planning how to achieve the goals.
- At the end of the Program, attend Final Wrap Up Event in November 2025
- Participate In Mentorship Exit Survey after the Program has concluded.
  - This will help us to gather important feedback and contribute to the future success of the Mentorship Program.
- Determine whether the Mentor/Mentee relationship will continue for another six-month period.

## **BEST PRACTICES FOR MENTORING PROGRAM**

### **Mentor Best Practices**

- Be available and make sure to attend scheduled meetings with Mentee.
- Listen and be open to discuss the topics and goals that your Mentee has identified.
- Provide coaching and specific examples on how to navigate career challenges.
- Seek and be open to feedback regarding the mentoring relationship.
- Maintain confidentiality of all topics discussed.
- Do not bring up topics that the Mentee has identified as topics that they do not wish to divulge or discuss.

### **Mentee Best Practices**

- Identify initial development and career goals.
- Decide on a mutually beneficial meeting schedule with mentor and make sure to attend scheduled meetings.
- Create a clear agenda for each meeting and be prepared to discuss.
- Be willing to discuss short and long-term career goals as well as obstacles & successes.
- Seek and be open to feedback regarding the mentoring relationship.
- Maintain confidentiality of all topics discussed.

### **Reference Books & Articles**

<https://amzn.to/3vWQOCO> - **Fierce Conversations, Susan Scott**

<https://amzn.to/3ss6uf3> - **Emotional Intelligence 2.0, Travis Bradberry & Jean Greaves**

<https://www.guided-ai.com/blog/top-characteristics-of-a-mentor>

<https://www.techello.com/mentor-mentee-relationship/>

<https://www.shrm.org/resourcesandtools/hr-topics/people-managers/pages/reverse-mentoring.aspx>

<https://www.forbes.com/sites/forbescoachescouncil/2020/03/24/mentoring-for-the-first-time-14-tips-to-start-off-on-the-right-foot/?sh=1442b41f21a1>

## **QUESTIONS TO ASSIST IN INITIAL MEETING AND CREATION OF ACTION PLAN**

The use of these “getting to know you” questions and questions to assist in the creation of the action plan is entirely optional. However, these examples provide recommendations that will allow you to dig deeper into as many topical areas as you choose. You may opt to use these questions in their entirety, or select a few that meet your specific pairing needs, or use none of them at all!

### **“GET TO KNOW YOU” QUESTIONS**

1. Have you ever been involved in a mentoring relationship previously? What did you learn from that experience?
2. What do you hope to get out of this mentorship program? What role would you like the Mentor to play or What role does the Mentor think it should play?
3. What is your academic background? Where were you educated? Internships?
4. What work experience have you had in the area of commercial real estate?
5. Are there any life experiences that you feel have impacted the person that you are that you would like to discuss?

### **QUESTIONS TO ASSIST IN CREATION OF MENTEE ACTION PLAN**

1. Where would you like to be professionally in a year? How about in five years?
2. What are your greatest strengths? Are there any weaknesses that you would like to discuss?
3. Let's identify 2-3 specific goals that will help lead you in the direction that you would like to go in your career.
4. Are there impediments, either external or internal, to achieving these goals and, if so, how can we plan to address those impediments either to prevent them or deal with them once they arise?
5. How would you know if you reached the goals we have identified? How do we measure your success in “reaching” or “achieving” these goals?

## ROADMAP

### MENTEE: BUILD AN ACTION PLAN

Together, you and your mentor should create an action plan to achieve the long-term career objectives that you established at the beginning of the relationship. Your mentor should help you determine where to focus and how best to accomplish career or life goals. Complete the form below for each goal early in the process, and continuously update it, as needed:

Date:					
Objectives to Achieve Long-Term Goals <i>(Strengths to leverage and weaknesses to address)</i>	Mentee's Action Steps	Support Network's Action Steps <i>(Role of Mentee's manager, peers, etc.)</i>	Potential Barriers <i>(Risk mitigation steps)</i>	Success Measures <i>(Must be measurable and results-focused)</i>	Target Completion Date(s)
Objective #1:					
Objective #2:					
Objective #3:					
Objective #4:					

## MENTEE SKILLS INVENTORY GUIDE

**Instructions:** Review each skill in column 1. In column 2, indicate how comfortable you are in using each skill by checking one of the three grids as follows: **V (very comfortable)**, **M (moderately comfortable)**, or **U (uncomfortable)**. In column 3, identify an example that illustrates a concrete situation when you were either comfortable or uncomfortable using the skill. Insert a check mark in column 4 for each skill that you feel you need to improve to develop a comfort level with it. Once you have completed the skills inventory, rank your overall comfort level with all twelve skills on a scale of 1 to 5, with 5 being very comfortable, 3 being moderately comfortable, and 1 being uncomfortable.

Column 1	Column 2			Column 3	Column 4
SKILL	V	M	U	EXAMPLES	NEEDS WORK
Relationship Building					
Initiating Conversation					
Keeping Agreements					
Operating from my Strengths					
Having a Positive Attitude					
Being Values-Centered					
Knowing my Vision/Purpose					
Having Emotional Intelligence					
Building Positive Habits					
Effective Goal Setting					
Taking Action Consistently					

<b>Managing Time/Projects</b>					
<b>Being an Effective Communicator</b>					
<b>Welcoming Feedback</b>					
<b>Being a Change Agent</b>					

**Overall Comfort Level (circle one)      1      2      3      4      5**



## **Sample Mentor/Mentee Activity Options to Consider**

### **Networking**

Provide exposure to a group of people the mentee would not otherwise normally encounter. Attend CREW GP events together.

### **Client Visit or Discussion**

Mentor or mentee takes the other along on a client visit or presentation if appropriate and de-briefs on observations and feedback after the visit.

### **Industry Research**

Mentee researches/reviews a hot topic in the Real Estate or Asset Management industry, i.e. health care reform, legislation, key competitor product release etc. along with potential impact to the real estate industry and presents findings to mentor.

### **Change Initiative**

The mentor and/or mentee will discuss a specific change that occurred within the business or industry, how that impacted the business and themselves from an overall change perspective as well as lessons learned.

### **Job Shadowing**

Allow the mentee the opportunity to live a 'day-in-the-life' of the mentor. Consider what is going on at the time of the meeting, i.e. year-end strategic planning, budgeting/re-forecasting, etc.

### **Book Study**

Choose a book of interest to both the mentor and mentee, and setup time through-out the reading of the book to discuss specific chapters and how best practices can be utilized in their own job.

### **Product/Service**

Help each other learn and understand a specific product or service offered by their firm to build broader business acumen. Mentor can discuss a product offering or other business area that the mentee would like additional knowledge around.

### **Work/Life Balance**

Discuss how mentor and mentee best balance work with personal responsibilities along with current challenges and how to overcome these issues.