

CCF WA  
**WOMEN**  
IN CIVIL  
MENTORING  
PROGRAM

**CCF WA Women in Civil  
Mentoring Program  
2022**

**Program Information**



## CCF WA Women in Civil Mentoring Program 2022

The Civil Contractors Federation WA (CCF WA) is proud to deliver our second Women in Civil Mentoring Program where civil construction industry Mentors will be matched with a Mentee, also in the industry.

The Program is designed for women Mentees in the civil infrastructure industry who seek support, guidance and professional growth. They will be paired with a highly experienced mentor who is willing to commit time and energy to help them with their professional development.

The 2022 program will consist of 15 Mentors matched to 15 Mentees. The program will commence in August 2022 and be completed early 2023.

CCF WA has engaged leadership development organisation Modal to deliver the program – which includes having Modal’s consultant, Rechelle Hawkes AM, former Hockeyroos captain and three-time Olympic gold medallist, facilitate some of the program.

### Program Objectives

1. To support women already working in the civil construction and maintenance industry by encouraging them to remain in the industry long-term, helping to address the current skills shortage in Western Australia, and supporting women transitioning into leadership roles.
2. To boost the number of women working in the civil construction and maintenance industry by encouraging women to work in this space and supporting workplace gender diversity through both younger women entering the industry or those wishing to retrain and look at a career change.
3. To develop mentee skills in areas such as:
  - Goal setting
  - Understanding personality styles
  - Network building
  - Resume building
  - How to identify and confront challenges
  - Salary negotiation
  - Industry understanding and confidence

### Program Overview

In summary, the Program involves the following:

- Program places are prioritised for CCF WA Contractor Members.
- It is a WA-wide Program, and regional participation is encouraged.

- Mentors and mentees will be expected to be in contact at least monthly during the Program, whether it is done by video conferencing or face to face, depending on location and personal preference.
- CCF WA will match mentees to mentors according to the information provided in application forms.
- Mentors will be assigned to the mentee for the duration of the Program. However, if your mentor/mentee relationship is not working, CCF WA will endeavour to assign new partners – subject to availability.
- Mentors and mentees are required to participate in two 2-3 hour events - Program Launch and Program Wind-up – both of which will be delivered face-to-face, and will include training and networking opportunities.
- CCF WA through its delivery facilitator, Modal, will support both mentors and mentees by providing training, helpful tips, and information about mentoring and access to other relevant materials.
- Participation in the Program will be free of charge to mentees and mentors.

## Indicative Timeline

*Please note this is the proposed Program Overview/Timeline and may change.*

July 1, 2022:	Open Applications
July 31:	Close Applications
August:	Mentor/Mentee Matching Completed. Induction and Networking Event for Mentors and Mentees
September:	Workshop #1
October:	Three-way coaching sessions.
November:	Workshop #2
February (2023):	Workshop #3 and a Networking Event
March:	Program Wind-up and Celebration

The program's aim is to have the Mentor/Mentee contact each other, at their convenience, once per month over August, September, October, November and February.

## What is mentoring?

Mentoring is considered one of the most effective tools in people development. It typically involves the mentoring of a less experienced individual (mentee) by an experienced person (mentor).

A Mentor may share information about their own career with the Mentee, along with providing support, guidance and motivation to succeed.

Mentoring provides a range of benefits for all the parties involved, as summarised below:

### **Mentees**

- Increased skills and knowledge
- Fulfil personal learning/growth/ learning
- Supportive environment
- Career advancement and mobility
- Develop professional skills and self-confidence
- Insights into culture and unwritten rules of industry

### **Mentors**

- Access to new ideas and development
- Satisfaction from contributing to mentee's development
- Improved interpersonal skills, modelling
- Ability to share experiences and knowledge
- Leadership development

### **Employers**

- Increased staff retention
- Greater advancement of female staff
- Increased productivity

### **Industry**

- Access to untapped skills
- Develop capacity of female employees
- Diversity improved outcomes (different perspectives and attitudes)

## **What can I expect?**

### **Mentor**

The mentor's role includes:

- Taking the lead in supporting a less experienced person through one-on-one mentoring sessions
- Discussing your mentee's career aspirations, helping set goals and developing strategies towards accomplishing them
- Offering constructive guidance on skills to improve career performance and progression
- Acting as a positive role model
- Helping to build a mentee's confidence, self-esteem and motivation to build her career

### **Mentee**

A mentee's role includes:

- Considering and communicating with your mentor your career aspirations and mentoring goals

- Preparing for mentoring sessions - reflecting on professional challenges and achievements, and evaluating progress between sessions
- Listening, sharing ideas and contributing to mentoring sessions
- Accepting constructive feedback and understanding that your mentor does not always have all the answers

Note: Your mentor will not be teaching you how to do your day- to-day activities at your place of work. Training you how to do your job always remains the responsibility of your employer.

## How do I apply?

This Application Pack and the Application Forms are available at [ccfwa.com.au/wic](http://ccfwa.com.au/wic). Complete the forms and provide the supporting documents to CCF WA Women in Civil Coordinator Kylie Bronleigh at [kbronleigh@ccfwa.com.au](mailto:kbronleigh@ccfwa.com.au). Kylie is also happy to assist with any queries about the program or application process.

## Women in Civil Mentoring Program Code of Conduct

1. We will, at all times, strictly adhere to the confidentiality and privacy of Program participants
2. We will be open and truthful in all communications
3. We will maintain a professional mentor-mentee relationship
4. We will respect each other's time and responsibilities and will not impose beyond what is reasonable
5. We will support the Program's promotion
6. A mentor shall not provide any medical, mental health or legal advice to a mentee. Mentees are ultimately accountable for their own actions.
8. It is the mentor's and mentee's responsibility to advise CCF WA if they no longer wish to participate
9. CCF WA may suspend or terminate participation of any party in the program if it is deemed that this Code of Conduct has been violated



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