



COAA MENTORSHIP PROGRAM

Sponsored by:
Fundamental Leaders of Industrial Construction (FLIC)

MENTOR/MENTEE INFORMATION PACKAGE

Table of Contents

Background	3
FLIC Mentorship Program	3
Matching Process	4
Ending the Relationship	4
Time Commitment	4
Mentor Expectations	4
Mentee Expectations	5

Background

The Construction Owners Association of Alberta (COAA) enables leaders in the industrial construction and industrial maintenance industries to be successful in our drive for safe, effective, timely and productive project execution.

This is achieved by:

- Stimulating positive change based on shared vision
- Providing a forum for dialogue, common understanding and shared vision among owners, engineers, contractors, labour providers and government
- Creating and championing implementation of Best Practices in the construction industry
- Bringing new ideas to the construction industry and government leaders

A key initiative in this effort is COAA's **Fundamental Leaders in Industrial Construction (FLIC)**. This initiative is focused on meaningful engagement with younger members to attract contemporary perspectives, new ideas and renewed energy into the industry. FLIC works to strengthen COAA and the industry by facilitating the **development** and renewal of **early to mid-career individuals** and who are passionate about **improving the industry** and who are interested in **driving progress**.

FLIC Mentorship Program

The FLIC Mentorship Program aims to foster a culture of **learning, growth, and collaboration** within the heavy industrial construction sector. By connecting experienced professionals with emerging talents, the program is designed to **bridge knowledge gaps, enhance skill development**, and cultivate a **vibrant professional community** that supports career longevity in the industry.

For the 2025 year, the mentorship program will commence in **January 2025 and end in July 2025**. It will include but not be limited by the following components:

- Virtual Introductory Session to socialize the program framework.
- Mutually agreed upon 1-on-1 in-person/virtual mentor/mentee meetings.
- Periodic check-ins by FLIC chair and COAA Executive Director with mentee and mentors to see how pairings are working out.

Matching Process

Mentors and mentees will be matched based on their personal responses and overall fit within the program.

If a match would like to continue after the program cycle (January 2025 to June 2025), this should be mutually agreed upon between the mentor and mentee.

Ending the Relationship

If the match does not work out, both parties may withdraw from the program and there will be no blame assigned to either party. If a mentee or mentor would like to withdraw from the program or has any concerns, please contact the FLIC chair or Executive Director as soon as possible to determine the best course of action.

While this is not the best outcome for a match, this is a learning opportunity for all parties.

Time Commitment

The key idea is that mentors and mentees will get out what they put in. We recognize that participants are taking time out of their professional lives to invest in each other, but we highly encourage pairs to meet monthly. The exact timing of interactions will vary to meet the schedules of each mentor/mentee.

Mentor Expectations

- Understand that the mentee sets the agenda; your role is to respond to the needs of your mentee and maintain effective communication.
- Establish a comfortable and nondiscriminatory environment in which the mentee can seek advice.
- Attend events and inform the FLIC co-chairs if unable to attend.
- Maintain clear and professional boundaries and ensure that any possible confidentiality issues are addressed at the beginning of the relationship.
- Help the mentee to gain exposure to new ideas, growth opportunities, and develop future plans.
- If unable to attend a scheduled meeting with the mentee, let the mentee know as soon as possible and reschedule.

Mentee Expectations

- Expected to initiate conversations with your mentor. Strong initiative show that you respect the time and efforts that mentors spend on guiding you both professionally and personally.
- Prepare a career or leadership challenge or situation that you would like to conquer and work through with your mentor.
- Maintain effective communication and respond to mentor in a timely manner.
- Adhere to professional boundaries.
- Attend events and inform the FLIC co-chairs if unable to attend.
- If unable to attend a scheduled meeting with a mentor, let the mentor know as soon as possible and reschedule.
- Maintain clear and professional boundaries and ensure that any possible confidentiality issues are addressed at the beginning of the relationship.

Next Steps

- Review information package and determine if you are a fit for a mentor or mentee role.
- Email FLIC chair, Carrie Quaschnick at carrie.quaschnick@lorneville.com, to express your interest in participating in the program.
- Complete the questionnaire and send via email to Carrie.
- Enjoy the journey! Actively make the most of the relationship and each meeting; this is about your growth!