

NAWLA Mentorship Program

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NAWLA
North American Wholesale
Lumber Association

Mentorship Program Resource Guide

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Mentee Letter

Dear Mentee,

Congratulations on being selected for the NAWLA Mentorship Program. The NAWLA Mentorship Program is a NAWLA-sponsored recognition and leadership development program for NAWLA members who have expressed an interest in advancing their careers and involvement within NAWLA. The program is designed to foster professional growth, leadership growth and career advancement for individuals through mentoring, networking events and volunteer opportunities.

Mission

The mission of the Mentorship Program is to provide a resource for our emerging leaders to:

- Have more exposure to senior leaders in the building materials industry
- Receive career coaching and advice
- Gain more exposure to career opportunities
- Become involved within NAWLA in a more strategic way

The mission will also allow senior leaders of NAWLA to:

- Create a talent pool of future volunteer leaders
- Provide leadership and coaching skills to future leaders
- Transfer the knowledge of current business practices
- Gain a better perspective of current views of future leaders

This guidebook is a source for you to use throughout your time as a mentee that will provide you with the framework, as well as a directory of your peers in the program. We encourage you to be open with your mentor regarding your hopes and aspirations for the program, so that you may have the very best experience.

Mentee Responsibilities

- Fully participate in the mentoring relationship - manage the meeting process (set meeting times and follow up)
- Know your strengths and weaknesses in their current role and be willing to discuss them
- Communicate honestly with the mentor to develop a relationship of trust
- Take ownership of your own effectiveness and success
- Remain open to feedback
- Implement feedback and track success

Working with your mentor should be an enjoyable and educational experience. We encourage you to make the most of it and reach out should you have questions. We wish you the best and thank you for your participation.

Sincerely,

The NAWLA Mentorship Committee

Mentor Letter

Dear Mentor,

On behalf of the NAWLA Mentorship Program team, we extend our sincerest gratitude to you for volunteering your time, energy and experience to our mentoring program.

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The mission will also allow senior leaders of NAWLA to:

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This guidebook is meant to offer you a framework for your experience. Feel free to work with your mentee in selecting the topics or modifying this framework to make the most of both your professional knowledge and your mentee's goals. Your professionalism and expertise are proven by your success at your company. In your role as mentor, we do ask that you:

Mentor Responsibilities:

- Be accessible to the mentee and be willing to share knowledge and experience openly and honestly
- Challenge mentee to think, learn and grow to his/her potential
- Support mentee in development of his/her profession and career
- Be a catalyst, a sounding board and a critic - provide guidance and feedback and develop a relationship of trust
- Set example of values, ethics and professional practices
- Help the mentee establish a professional network to enhance mentee's career potential

We hope the Mentorship Program will be an enjoyable and beneficial experience for you and your mentee. Thank you again for your time and participation.

Sincerely,

The NAWLA Mentor Committee

NAWLA Mentorship Program Guidelines

Program Guidelines

- Emerging leaders will be assigned a NAWLA senior leader as a mentor
- Mentors and Mentees are assigned to work together for a minimum of one year
- Must connect a minimum of once per quarter via phone or face to face – **contact is driven by the mentee**
- At the end of one year, the mentor and mentee will provide a recap of the experience
 - o.i.e. Were both parties actively engaged, was this time well spent, would they recommend it to future NAWLA emerging leaders, what did they like about the program, what did they not like about the program, what would they change, etc.

Meeting Date:	Contact Method (In-Person, Virtual, Phone, etc.):

Suggested Agendas & Timeline

In the pages that follow, mentees will find suggested topics to guide your meetings and discussions with your mentors. Take some time to review the timeline and agendas to determine if the options provided all feel useful and relevant to your goals.

If you feel some substitutions might be worthwhile, use your best judgment in selecting appropriate subjects. Take into consideration your mentor’s professional expertise. There may be a topic related to their specific role or knowledge that is worth taking advantage of. You are encouraged to make the most of your time with your mentor and the Mentorship Program.

Month	Suggested Topics/Agenda
	Introduction
	Developing Strengths and Overcoming Weaknesses
	Core Values
	Relationship Building and Networking
	Involvement in NAWLA
	Time Management and Prioritizing
	Wrap-Up Meeting

Introduction

The first meeting sets the stage for the mentoring relationship. Focus on:

- Getting to know each other and building rapport
- Structuring the relationship and establishing expectations
- Beginning to explore and define goals for the relationship
- Establish date(s) for future meeting(s)

Agenda

Questions for discussion

- How will the meetings be scheduled?
- What do you hope to get out of the program?

Goals for the program:

Use this space to set some expectations. What would you like to accomplish with the Mentorship Program?

Goals Established by Mentee	Goals Established by Mentor

Career and NAWLA Involvement Goals (next 3 years)

Use this space to set some expectations. What would you like to accomplish in the next 3 years?

Career Goals					
What are your career goals for the next 3 years?					
	Development Goals	Resources / Support	Follow-up Dates	Goal Progress	Results
Strengths:					
Weaknesses or Growth Opportunities:					

NAWLA Involvement Goals					
	NAWLA Involvement Goals	Resources / Support	Follow-up Dates	Goal Progress	Results
Interests: Committees YELP 10-Groups Regional Meetings Traders Market					

Optional questions for mentor:

- Have you had a mentor? What was the best advice they gave you?
- What is one thing you wish you had known when you were just starting out in your career?
- How did you get to your current position? Is this where you thought you'd end up?
- Book recommendations for professional development (or podcasts and other media)
- Where do you get your news – industry and otherwise?
- What has been your involvement in NAWLA? (Events, committees, Board, 10-groups)
- How has NAWLA involvement helped in your career?
- Have you formed long lasting relationships with other NAWLA members?

Ongoing Meetings

Developing Strengths and Overcoming Weaknesses

Prior to meeting

- List your strengths and weaknesses.
- Feel free to use the development chart below to record goals and track progress.

Questions for discussion

- How would you recommend I develop my strengths?
- What are your biggest strengths? How do you build them?
- What skills do I need to be able to advance in my career?
- What are your best tips for overcoming weaknesses?
- What is one thing you still struggle with?
- What was the most difficult challenge you had to overcome?

Core Values

Prior to meeting

- List your core values

Questions for discussion

- What are your personal core values?
- What do you consider your number one priority?
- What are you most proud of? What do you consider your greatest achievement?
- How do you spend your time outside of the office?

Relationship Building and Networking

Questions for discussion

- Who has influenced you the most?
- What qualities do you look for in people you spend time with?
- Do you have any tips for networking/building professional relationships?
- What challenges have you faced when establishing relationships with colleagues?
- What is the most difficult challenge of working with a team?
- How do you work with people who have different personalities?
- Can you tell me about a time you had a difficult boss? How did you handle it?

Additional Development Opportunity: How to Win Friends and Influence People by Dale Carnegie

NAWLA Emerging Leaders

Questions for discussion

- How do you define leadership?
- What is the difference between a manager and a leader?
- Is there someone who you consider a strong leader who may not be in a management position?
- What qualities does an effective leader have?
- What makes an exceptional leader?
- What is the most important leadership lesson you've learned?
- How do you decide which risks to take?
- How do you keep your personal feelings from clouding your decision making?
- Have you ever been asked to take on a position within your company that you did not want? If so, how did you handle it?
- Have you ever suffered from imposter syndrome?
- Are you comfortable with public speaking?

Additional Development Opportunity: The 5 Levels of Leadership by John C. Maxwell

Time Management and Prioritizing

Questions for discussion

- What is your biggest time management tip? Time-saving technique?
- How do you decide when to say "no"?
- How have you developed helpful habits? Broken time-wasting habits?
- What are some areas where you want to increase efficiency?
- How do you balance your work and home life?
- What do you do to keep learning and growing?

Additional Development Opportunity: The 7 Habits of Highly Effective People by Stephen Covey

Wrap-up Meeting

Items for discussion

- Revert back to your initial goals for the mentorship. Were they satisfied?
- Discuss with your mentor how best to continue your relationship in the future. Even though the program is over, your mentorship does not have to end.
- Share your thoughts on the mentorship experience with one another. What did you learn? Do you have any lingering professional development questions or are there other topics you would have liked to cover? Does your mentor have any closing thoughts or advice to share?

Notes

Notes (Continued)

Notes (Continued)

