



SEAOSC Mentorship Program Topic Guide

APRIL- Identifying Your Career Path

MAY- Navigating Your Career Path

JUNE- Management in the Workplace

JULY- Business Development

AUGUST- Navigating Interpersonal Challenges

SEPTEMBER- Adding to Your Technical Toolbox

OCTOBER- Balancing Work and Life

NOVEMBER- Belonging in the Workplace

DECEMBER- Implementing Time Management

JANUARY- Reflection

FEBRUARY- Mentor & Mentee choice



Month: April
Meeting Date:

Suggested Theme: Identifying Your Career Path

Gaining hands-on experience and technical proficiency is critical in our profession. Advancement involves obtaining professional certifications and continuously learning new technologies and methodologies. Engineers hone both their technical and leadership skills to progress further in their careers.

Discussion Topics

- What career opportunities are available to me that best suit my interests and experience?
- How do I navigate to the next level or phase of my career? (Examples: Advanced degree, leadership training, etc.)
- What soft and/or technical skills should I hone to achieve my career goals?

Discussion Aides

- ARTICLE - “How to Develop a 5-Year Career Plan” by the Harvard Business Review

Meeting Checklist

- Discuss mentee’s career path and goals
- Complete Mentor/Mentee Agreement Worksheet
- Review the suggested theme for next month
- Schedule next meeting



Month: May
Meeting Date:

Suggested Theme: Navigating Your Career Path

Successfully navigating your career in structural engineering means remaining adaptable to new challenges and seeking growth opportunities. Many of us face common challenges along the way, from setting boundaries to limiting burnout.

Discussion Topics

- How do I set better work-life boundaries at work?
- What are successful strategies for navigating burnout?
- How do I grow in my hybrid or remote work environment or how do I foster growth for my employees?
- How can I begin to identify areas or skills to improve?

Discussion Aides

- ARTICLE - “A Simple Way to Map Out Your Career Ambitions” by the Harvard Business Review

Meeting Checklist

- Discuss strategies for navigating mentee’s career path
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: June
Meeting Date:

Suggested Theme: Management in the Workplace

Project management encompasses skills only sometimes taught in a traditional engineering education. From scheduling and budgeting to managing stakeholders, it is important to grow various skillsets to become a successful project manager.

Discussion Topics

- What is my company's project management style and culture?
- How can I effectively plan and schedule my project?
- How should I best set client expectations on a project?
- What are some general best practices for project management?
- When is it appropriate to manage upwards?

Discussion Aides

- BOOK
- PODCAST- "Engineering Leadership Podcast"
- ARTICLE- "6 Leadership Skill Sets for an Accelerated Career Path" by Engineers Rising

Meeting Checklist

- Discuss management strategies suited to the mentee's career path
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: July
Meeting Date:

Suggested Theme: Business Development

Effective business development professionals leverage market insights, cultivate strong relationships, and devise innovative strategies to drive sustainable growth and add value to their practice.

Discussion Topics

- With whom should I develop business relationships to achieve my current career goals?
- How do I begin networking and maintaining business relationships?
- How do I follow up with a new contact after a networking event?
- How can I grow a client base for my practice?
- How can I leverage my network for career growth?

Discussion Aides

- PODCAST- "Seven Strategies for Networking and Building Relationships as an Engineer" by The Engineering Career Coach Podcast
- ARTICLE- "Five Questions to Identify Key Stakeholders" by the Harvard Business Review

Meeting Checklist

- Discuss best practices for business development
- Identify an upcoming opportunity for networking to attend together
- Review the suggested theme for next month
- Schedule next meeting



Month: August

Meeting Date:

Suggested Theme: Navigating Interpersonal Challenges

Navigating interpersonal challenges in the workplace requires effective communication, empathy, and conflict-resolution skills. It's important to listen actively, seek understanding, and approach disagreements with a collaborative mindset to find mutually beneficial solutions.

Discussion Topics

- How do I navigate a challenging manager at my firm?
- How do I navigate a challenging peer or colleague?
- What are strategies to manage a challenging client or customer?
- How do I bridge the generational gap in the workplace?

Discussion Aides

- PODCAST - "Navigating Conflict" by the Harvard Business Review

Meeting Checklist

- Discuss current interpersonal challenges for the mentee
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: September
Meeting Date:

Suggested Theme: Adding to Your Technical Toolbox

No matter your experience level, it's essential to keep adding to your technical toolbox. From pursuing licensure to learning new engineering methodologies, education keeps you competitive and adaptable in a dynamic professional landscape.

Discussion Topics

- If the mentee is pursuing licensure, what are some strategies for balancing work and study?
- How can I grow in my technical expertise in new ways that correspond to my level of career experience? (Example: Join a technical committee)
- How do you stay current on changes to local building codes?

Discussion Aides

- ARTICLE- Published articles from SEAOC Convention

Meeting Checklist

- Discuss best practices for technical development
- Identify an upcoming technical presentation to attend together
- Review the suggested theme for next month
- Schedule next meeting



Month: October

Meeting Date:

Suggested Theme: Balancing Work and Life

Balancing work commitments with personal life allows time to recharge, pursue hobbies and interests, and spend time with family. This balance also fosters creativity, innovation, and a healthier work environment, contributing to overall job satisfaction.

Discussion Topics

- How can I balance my work deadlines with my commitments at home?
- What changes can I anticipate at work after the arrival of a new baby?
- How and when should I bring up work-life balance discussions with management?
- What is within my control to better balance my work, life, and home commitments?

Discussion Aides

- PODCAST - “Work-Life Balance: For Younger Workers, It’s Easier Said Than Done” by the Wall Street Journal
- ARTICLE - “The Surprising Benefits of Work/Life Support” by the Harvard Business Review

Meeting Checklist

- Discuss current or anticipated work-life balance challenges for the mentee
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: November

Meeting Date:

Suggested Theme: Belonging in the Workplace

Take the time to analyze where you fit into your work environment. Fostering a culture of belonging means an environment where every individual feels accepted, valued, and respected. This encourages diversity of thought, perspectives, and experiences, leading to increased innovation, creativity, and productivity.

Discussion Topics

- Where do I fit into my current work environment?
- What are my unconscious biases?
- What can I do as a peer or manager to foster a culture of belonging in the workplace?
- What are some strategies for improving talent retention?

Discussion Aides

- BOOK-"Lean In: Women, Work, and the Will to Lead" by Sheryl Sandberg
- PODCAST- "How to Bust Bias at work" by TED WorkLife by Adam Grant
- ARTICLE - "The Value of Belonging at Work" by the Harvard Business Review

Meeting Checklist

- Review and discuss at least (1) discussion aide
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: December

Meeting Date:

Suggested Theme: Implementing Time Management

Effective time management allows people to increase productivity, reduce stress, and maintain a better work-life balance. You can make meaningful progress in better managing your time by identifying priorities, setting realistic goals, breaking tasks into manageable steps, and utilizing tools like calendars and to-do lists.

Discussion Topics

- Where do I want to manage my time better?
- What aspects of time management are within my control?
- What successful time management strategies?

Discussion Aides

- BOOK - "Deep Work" by Carl Newport
- ARTICLE - "How To Improve Your Time Management Skills and Succeed in the Workplace" by the Wall Street Journal

Meeting Checklist

- Review and discuss at least (1) discussion aide
- Identify (1) actionable item to implement immediately
- Review the suggested theme for next month
- Schedule next meeting



Month: January

Meeting Date:

Suggested Theme: Reflection

Reflection plays a pivotal role in personal and professional growth by providing opportunities for introspection, learning, and improvement. This self-awareness fosters continuous learning and adaptation.

Discussion Topics

- How did my career change and grow throughout the year?
- What new skills did I develop over the past year?
- What were some of my professional or personal successes over the past year?
- What are my goals for the new year?

Discussion Aides

- ACTIVITY - Create a vision board
- ARTICLE - “Don’t Underestimate the Power of Self-Reflection” by the Harvard Business Review

Meeting Checklist

- Discuss and reflect upon career progress over the past year
- Establish career goals for the new year
- Identify a discussion topic from the previous year to revisit next month
- Schedule next meeting



Month: February

Meeting Date:

Suggested Theme: Mentor & Mentee's Choice

Choose a prior discussion topic from this guide to revisit with your new goals and objectives for the year in mind.

Meeting Checklist

- Identify (1) actionable item to implement immediately
- Sign up for the new year of the SEAOSC Mentoring Program