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*The Harvard Ed Portal is a place for learning, for everyone in our community, at every stage and place in life.*

**Rob Lue,**  
Faculty Director,  
Harvard Ed Portal

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**The Harvard Ed Portal fosters innovative ways of learning and provides programming in creative and performing arts; science and technology; wellness and recreation; and economic, workforce, and professional development for learners of all ages.**

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# Harvard Careers in Construction Program

## MENTORING PROGRAM

**The Harvard Careers in Construction Program (HCCP)** provides Allston, Brighton, and Cambridge residents with training, resources, mentoring and work experience in preparation for the Building Pathways Program and Building Trades Apprenticeships with the goal of securing gainful, long-term employment in the construction industry.



## GOALS OF MENTORING

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Mentors are building trades professionals who are matched with mentees with similar professional interests. Mentors provide mentees with guidance and coaching to:

- Enhance self-esteem through supportive, non-judgmental discussions;
- Gain knowledge on construction trade professions and navigate the work culture;
- Help identify the mentee's professional goals and career path and create a plan to achieve those goals;
- Assist in knowledge and skill development, providing opportunities to experience the work first-hand.

## PROGRAM REQUIREMENTS

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Mentors and mentees will be paired for six months. Each pair will determine the goals for their mentoring relationship. In order to ensure the participant completed the program requirements, we ask that each mentor:

- Be available for a minimum of one hour, bi-weekly for a mentoring meeting.

- Assist your mentee in establishing 1-3 professional or educational goals.
- Help your mentee create a plan with realistic deadlines and measureable results to achieve each goal.
- Share your knowledge and experience as it relates to the mentee's goals.
- Provide an opportunity for a site visit and job shadow day.
- Provide encouragement and guidance to help the mentee overcome obstacles, make decisions, take risks, and manage new situations.
- Provide coaching on the behaviors and attributes expected in the workplace.
- Counsel on applying to the Building Pathways Program or an apprenticeship.

## PARTICIPATION REQUIREMENTS

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- All mentors are paid an hourly rate for their mentee meetings.
- The bi-weekly meetings should occur during business hours and can be held in person at the Harvard Ed Portal or by phone depending on the location of each participant.

- Each mentor and mentee pair will meet with the Assistant Director for Workforce Development at three months.
- The mentor is not responsible for advising on personal problems not related to work; these issues should be discussed with the Assistant Director for Workforce Development.
- The mentor is not responsible for finding employment for the mentee.
- The mentor is not responsible for intervening on any issues with the mentee's internship employer.
- If any issues arise that are illegal, unethical, dangerous, or threaten the safety of the mentee, the mentor should contact the Assistant Director for Workforce Development.
- Each pair is encouraged to work out any problems, issues, or challenges that may arise. If this is not successful, the individuals can discuss the situation with the Assistant Director for Workforce Development for coaching assistance. If the mentor or mentee feels these efforts have not been beneficial, the relationship may be terminated at any time.



For more information on how to become a mentor, contact the Assistant Director for Workforce Development:

**michele\_rocray@harvard.edu**  
or (617) 496-5022

