

American Public Works Association (APWA)
San Diego & Imperial Counties Chapter Luncheon
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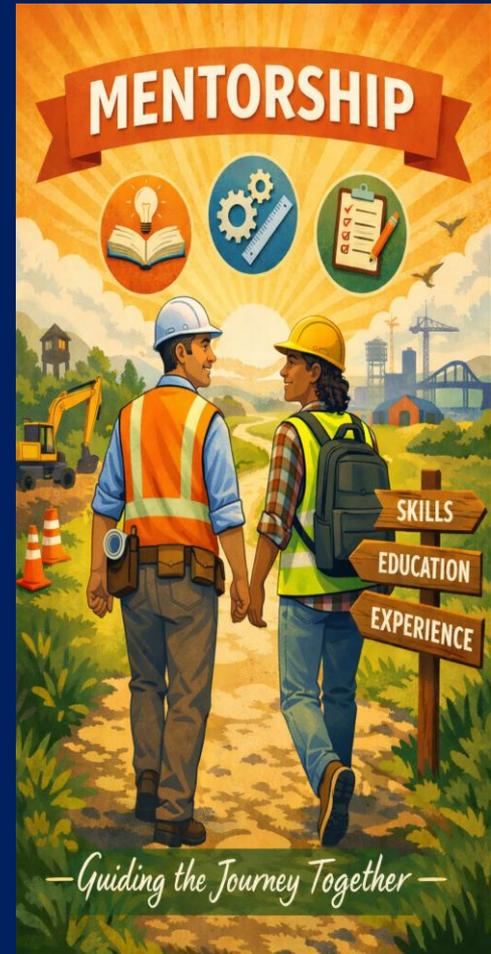


Agenda

- Mentoring in Today's Workplace
- Roles & Responsibilities
 - Mentor
 - Mentee
- How to Build a Successful Mentoring Relationship
- Q&A

Definitions

- Mentor
 - Shares knowledge, skills, and experience
 - Helps another person develop and grow
- Mentee / Protégé
 - Advised, trained, or counseled by a mentor
 - Active participant driving own development
- Mentor-Mentee Relationship
 - Voluntary, professional, & often personal alliance
 - A mentee-driven partnership focused on fostering professional growth, skill development, and career advancement through shared experiences, advice, and trust



What Does **Mentoring** Look Like in Today's Work Environment?



What are the Roles & Responsibilities of a Mentor?



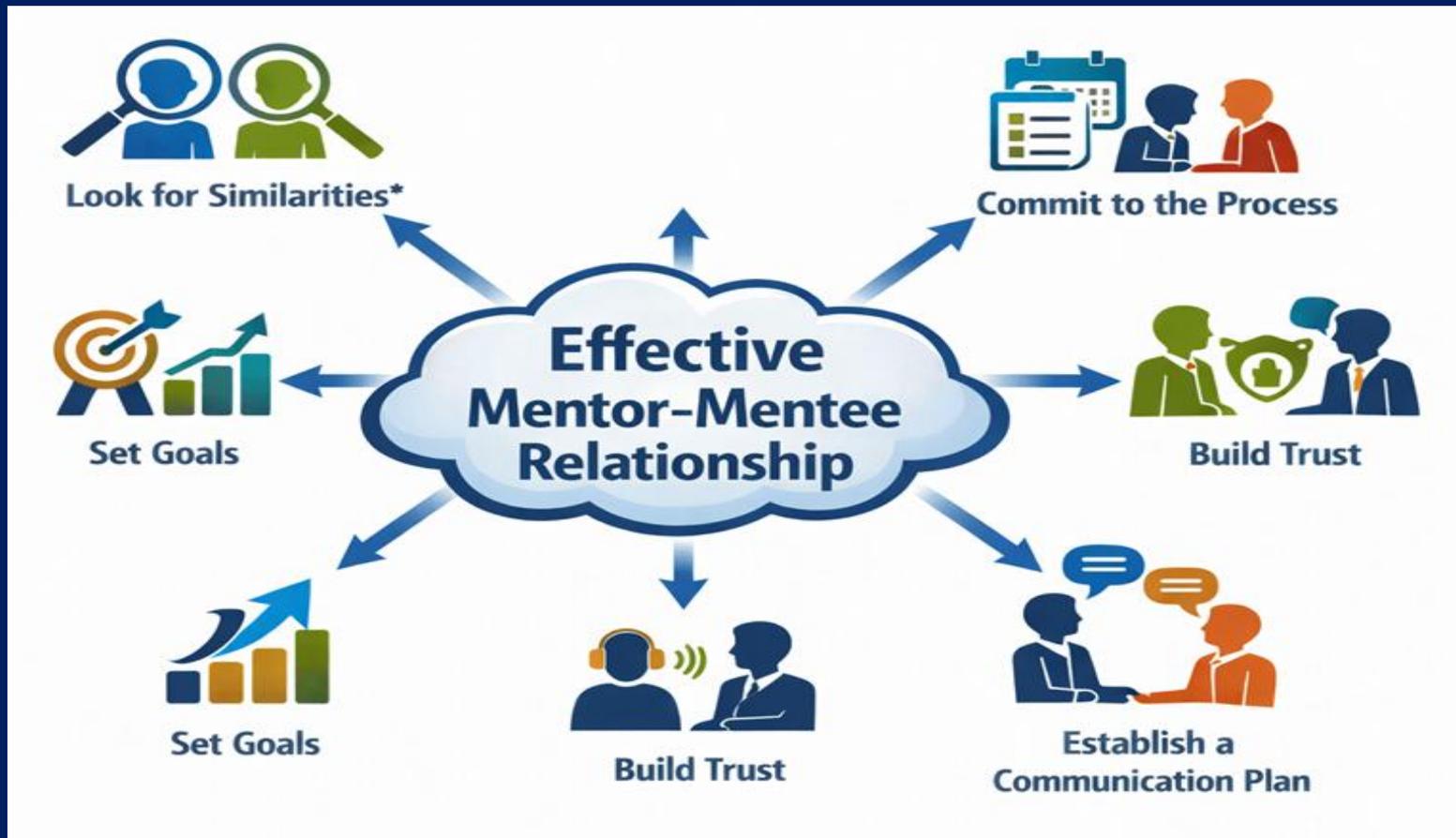
What are the Roles & Responsibilities of a **Mentee**?



What does a successful **Mentor-Mentee** relationship look like?



Are You Ready to Build Effective Mentor-Mentee Relationships?





- Questions?
- Comments?
- Thoughts?



Back-Up Slides

- Key Topics for Mentorship Meetings
- Best Practices
 - Mentor
 - Mentee
 - Mentoring Relationships
- Potential Disadvantages

Key Topics for Mentorship Meetings

- **Career Strategy:** How to navigate organizational structure and seeking, or preparing for, promotions.
- **Overcoming Obstacles:** Identifying potential barriers to success and brainstorming solutions together.
- **Reflective Learning:** Mentor's career path, lessons learned from past mistakes, and effective productivity habits.
- **Work-Life Balance:** Guidance on managing workload and maintaining well-being.

Best Practices for Mentors

- **Active Listening:** Give undivided attention; pick up on verbal and non-verbal cues.
- **Constructive Feedback:** Provide specific, empowering, and balanced feedback that includes both praise and criticism.
- **Share Experiences:** Be willing to discuss both successes and failures to provide a realistic view of professional growth.
- **Maintain Boundaries:** Establish clear ground rules regarding confidentiality and the scope of the relationship.
- **Resource Brokering:** Identify when a mentee's needs exceed your expertise; refer to colleagues or professional networks.

Best Practices for Mentees

- **Drive the Relationship:** Take responsibility for scheduling meetings, setting agendas, and following up on action items
- **Set SMART Goals:** Work with your mentor to define Specific, Measurable, Achievable, Relevant, and Time-bound goals for the partnership
- **Show Vulnerability:** Be open about challenges and willing to step out of your comfort zone to facilitate deep growth
- **Prepare and Research:** Before meetings, review your mentor's background and come prepared with thoughtful questions

Best Practices for Mentoring Relationships

- **The 4Cs:** A successful foundation is built on
 - Connection (trust)
 - Clarity (goals)
 - Compassion (empathy)
 - Commitment (regularity)
- **The 3As:** Mentors should focus on being
 - Available
 - Actively listening
 - Using Analysis to solve problems
- **Frequency:** At a minimum, meet for at least one hour per month for a year to establish a strong bond

Potential Disadvantages

➤ Mentee

- Overdependence on the mentor
- Micro-management from the mentor
- Negative halo from mentor who fails

➤ Mentor

- Mentee dependence on mentor
- Time, energy commitment to mentee
- Negative halo from mentee who fails

