



## Align Mentoring Program Discussion Topics

Not sure where to start? This list may give you a starting point for discussion, or trigger some of your own questions to discuss.

- Advice from Mentors
  - Lessons learned
  - Advice for members at different career stages
- Firm Management
  - Corporate Structures
  - Selecting market sectors / types
  - Organizational Structure
  - Long-Term Succession Planning
  - Entrepreneurship
  - Alternative business models
- Leadership
  - Conducting meetings and delegating tasks
  - Giving constructive feedback
  - Understanding one's leadership skills and style
  - Communicating with others
  - Dealing with difficult situations
- Communicating with Non-Architects
  - Business development
  - Techniques for presentation drawings and construction documentation
  - How to communicate with contractors
- Technology
  - Social media in architecture
  - Latest software and apps for the profession
  - New materials and fabrication methods
- Community Involvement
  - AIA involvement at local, state, or national level
  - Volunteering with various groups — Habitat for Humanity, Hearts & Hammers, etc.
  - Social responsibility of architects as community leaders and public servants; citizen architects
  - Becoming more involved in one's own community through philanthropic work + board involvement
  - Impact through political advocacy
- Licensure/Continuing Education
  - ARE tips and study prep
  - LEED tips and study prep
  - Attend lectures, seminars, lunch and learns, etc., for AIA credit



- Legal Issues, Contracts, and Fees
  - Codes and the permitting process
  - Types of contracts and fee schedules
  - Ethics & Laws
  - Negotiating
  - Professional liability
- Internal Firm Issues
  - Communicating with a supervisor
  - How to have an effective review
  - Communicating goals
  - Asking for a raise
  - Difficult situations with coworkers
- Marketing
  - Using social media professionally
  - Public speaking & professional communication
  - Targeting your interests and developing your brand