

The logo for the Association of Event Venues (AEV) is displayed in a large, bold, white sans-serif font. The letters 'A', 'E', and 'V' are connected, with the 'E' having a unique shape. The logo is positioned in the top right corner of the page, set against a dark green background that features a faint, high-angle photograph of a large event venue with rows of seats and a stage area.

AEV

ASSOCIATION
OF EVENT
VENUES

JUNIOR EVENT MANAGERS MENTORING PROGRAMME

2024

Introduction

The Association of Event Venues (AEV) has developed a mentoring programme alongside the Event Managers working group to help junior event managers (and equivalent) develop their knowledge, skills and confidence.

The fully customised 12-month programme can support your growth and career development by working with senior/event managers/heads of events who can share experience, incredible knowledge and passion for our industry.



Who is it for?

- Junior event managers/event assistants/co-ordinators looking to increase expertise, all-round industry knowledge and confidence.
- Trainees working towards/placement students studying for a career in event management.
- Newly qualified event managers.



Supporting you

By working together with your mentor, you can feel invigorated, grow in confidence and reach your goals by co-orchestrating your programme.

Your mentoring programme may include:

- **Organisational skills** – learn how to manage multiple projects simultaneously.
 - **Problem solving skills** – develop skills to resolve challenges.
 - **Objection handling** – learn how to manage challenging conversations.
-
- **Enthusiasm** – approach every project with high enthusiasm.
 - **Project management** – learn strategies to exceed expectations.
 - **Money management** – learn to keep budgets firmly under control.
-
- **Working under pressure** – learn how to manage workloads and your well-being.
 - **Stakeholder management** – learn how to manage complex projects with multiple stakeholders.

Design your programme alongside your mentor to suit your needs!



Our mentoring programme can also provide you with:

Practical, expert and impartial advice for planning and structuring events

Best practice strategies for successful events

People management skills and confidence-building strategies

Goal creation to help bring career success

Tips on how to managing your well-being

Build your event industry experience and contacts

Opportunities to visit venues

Boosting your confidence

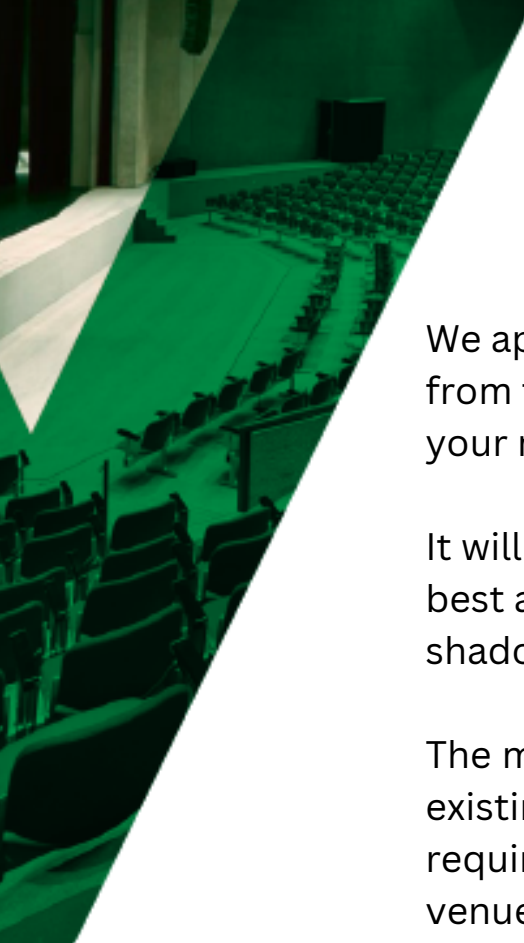


“Mentoring is like having a personal coach who helps you grow, learn new skills and build your confidence.”

The AEV Mentoring programme is an amazing opportunity for experienced Event Managers and Junior Event Managers to collaborate and navigate the wonderful world of events together.”

Jill Wadge Team Manager

Event Management (Conferences & Exhibitions), SEC and current chair of AEV’s Event Managers working group.



How will your mentoring programme work?

We appreciate your daily job keeps you busy. To benefit from the programme, we recommend finding time to meet your mentor every 6 to 8 weeks.

It will be up to the the two of you to decide what works best and there will be an opportunity for mentee to shadow mentor.

The mentoring sessions can be slotted-in around both your existing commitments, with no travel or 'down time' required; you are of course able to visit your mentors venue if it forms part of your programme.

- Commencing from 1st September, each mentoring programme includes 7 to 9 one-hour mentoring sessions.
- Your mentoring sessions are held regularly (every 6 to 8 weeks) over a 12-month period, as working consistently will achieve better results.
- Mentoring is provided online (e.g via Teams), so sessions can take place at a time to suit you. There will be an opportunity to visit your mentor's venue*.

**Any face-to-face meetings will be at your own cost.*

How do I apply?

Please visit www.aev.org.uk to view and select the mentor most able to support your growth and career development.

Email alden@aeo.org.uk to check the availability of your selection or to discuss the programme further.

We will check in with you throughout the mentoring period to see how you are progressing.

A guide to your first meeting

Activity	Mentor	Mentee
Come prepared	Learn about your mentee before your initial meeting.	Learn about your mentor before your initial meeting.
Talk about the big picture	Recount your own mentoring experiences to your mentee. Explain what worked and what didn't.	Listen and ask questions.
Discuss the mentees needs	Ask questions and listen.	Explain where you are, where you would like to be and how mentoring will help.
Seek mutual agreement on goals & expectations	Explain what you can and what you cannot do.	This is what I hope to achieve through this mentoring relationship.
Seek agreement on responsibilities	"I will do_____"	"And I agree to do_____"
Set a timetable	My availability and best way to set up the sessions would be...	My availability and best way to set up the sessions will be...
Insist on confidentiality	Nothing we discuss will go outside this room unless we both agree otherwise. This is a safe space.	Nothing we discuss will go outside this room unless we both agree otherwise. This is a safe space.
Agree to be candid	If the relationship isn't producing the results you expect, or if you disagree with my advice, say so.	I will tell you if this relationship isn't working for me.

Mentor Session Record

Name:

Date:

.....

.....

What we covered today:

1.....

2.....

3.....

4.....

What's going well	Challenges
My actions / follow up	Mentee actions / follow up

Date and time of next session:.....



Mentoree Session Record

Name:

Date:

.....

.....

My agenda for today:

1

2

3

4

My action points:

Tips for setting your goals:

Date and time of next session: