



PROFESSIONAL  
INTERIOR DESIGNERS  
INSTITUTE OF MANITOBA

**MENTORSHIP PROGRAM**

**2025**

## THE PROCESS

Interior Design Interns accumulate experience hours for professional examination requirements, under the personal supervision and direction of a Professional / Registered Interior Designer in either an interior design practice or other eligible employment situations. During this process they may benefit from the guidance of a Mentor. A Mentor provides professional guidance to the Interns' career development and goals, independent of the Interns' employment.

## A MENTORS ELIGIBILITY AND ROLE

A Mentor must be a Professional or Registered Interior Designer in their recording jurisdiction and shall not be employed at the Interns place of employment. A Retired or non-practising PIDIM Interior Designer can act as a Mentor. Mentor/Intern discussions may include, but are not limited to: career objectives, long and short-term goals, skill related topics, networking, communication, strengths and weaknesses, workplace dynamics and concerns. A Mentor acts as an independent advocate for the Intern member by providing professional guidance and advice, separate from the Supervising Professional or employer.

## MENTORSHIP MEETINGS & IDCEC REPORTING

Mentors and Interns are eligible to receive Professional Development credits in the PIDIM Professional Development Program (IDCEC 290) for a maximum of 6 hours per cycle. Each meeting is equal to one hour and must be self-reported to IDCEC. A template has been developed for initial and follow up meetings between the Mentor and Intern. The 'Mentorship Meeting Record' that is provided as part of this document, must be uploaded to IDCEC as proof of your meeting.

### Proposed Template Agenda – 1<sup>st</sup> Meeting

1. Introductions
  - Get to know each other! (work experience, education...)
2. Intern to establish long and short-term goals
  - Identify time frame
  - Discuss how the Mentor can provide assistance and support to encourage the development of goals
3. Intern to identify skills that they are proficient in and any that require support or guidance
4. Intern and Mentor to review CIDQ Work Experience Categories and the extent to which the Intern has been exposed to each

### Proposed Template Agenda – Subsequent Meetings

1. Review progress towards goals; adjusting as necessary
2. Discussion of current work experience, issues arising, providing assistance, support and encouragement

## ADDITIONAL INFORMATION

In the event that the Mentor can no longer fulfill their role, they must notify the Intern and the PIDIM in a timely manner. If an Intern would like to request a new mentor for any reason they should reach out to the Registrar [registrar@pidim.ca](mailto:registrar@pidim.ca)

Link to NCIDQ Examination Pathways and 'Work Experience Hours Tracking Form':  
<https://www.cidq.org/paths>

## Mentorship Discussion Log

**1** What are the Intern's long and short term professional goals and career objectives?

[illegible]

**2** What skills is the Intern proficient in, and which areas require additional support or guidance?

[illegible]

**3** Does the Intern have any comments or concerns in regards to their workplace dynamics?

[illegible]

**4** Review and comment on the extent to which the Intern has been exposed to the CIDQ Work Experience Categories. (Programming / Pre Design, Schematic Design, Contract Administration, Design Development, Construction Documents, Professional Practice)

[illegible]

# Mentorship Meeting Record

## Date of Meeting

(YYYY-MM-DD)

## Intern Identification

Surname

First Name

No. and Street

Suite No.

City

Province/State/Territory

Country

Postal/Zip Code

Phone

Email

## Mentor Identification

Surname

First Name

No. and Street

Suite No.

City

Province/State/Territory

Country

Postal/Zip Code

Phone

Email

### Steps to Follow:

*The Intern Interior Designer Mentorship form is to be submitted to IDCEC when self recording each Mentorship meeting.*

*Retain a copy of this form for your records.*

## Intern Declaration

Name (Please print)

Signature

## Mentor Declaration

Name (Please print)

Signature