



Women in Swim
Femmes dans la vague

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MENTOR CONVERSATION GUIDE

This guide is designed to help mentors and mentees in the pool and spa industry build meaningful, growth-driven connections.



2025/2026

poolcouncil.ca/women-in-swim

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INTRODUCTION

Stronger Together: The Power of Connection

This guide is designed to help mentors and mentees in the pool and spa industry build meaningful, growth-driven connections. Inside, you'll find thoughtful conversation prompts, goal-setting tools, and reflection exercises to guide discussions that go beyond career advice — fostering real learning, confidence, and collaboration. Whether it's your first meeting or your fifteenth, this guide helps both mentor and mentee make the most of every conversation.



HIGHLIGHTS

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- **Build Authentic Connections**
Designed to spark honest, inspiring conversations that go beyond surface-level networking — helping women learn, lead, and lift one another.
-
- **Set Clear Goals & Track Growth**
Includes guided prompts and worksheets that turn conversations into action, supporting both personal and professional development

GETTING STARTED: LAYING THE FOUNDATION

Every great mentorship starts with clarity. The more aligned you are from the beginning, the more impact your partnership will have.

Establishing Your Framework

Before your first meeting, reflect individually on:

- What do I hope to gain from this mentorship?
- What experiences or perspectives can I offer?
- What values guide my work and leadership?
- How will I know if this partnership has been successful?

Then, come together to discuss:

- How often will we meet and what's realistic during busy season?
- How do we want to communicate between sessions?
- What topics or boundaries should we be mindful of?
- How can we create space for honesty without judgment?

Tip: Set the tone early mentorship works best when there's trust, mutual respect, and accountability.

Your Mentorship Agreement

Area	Mentor	Mentee	Notes
Meeting frequency			
Communication style			
Confidentiality			
Goals & topics			
Feedback method			



BUILDING CONNECTION

★ Getting to Know Each Other

Connection comes before coaching. Start by learning each other's stories.

Here are a few questions to guide your first conversation:

- What brought you into the pool and spa industry?
- What's one lesson you've learned that shaped your career?
- Who has influenced or mentored you along the way?
- What do you love most about this industry?
- What inspires you to stay and keep growing?
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This is also a great time to share values. Are you driven by quality, innovation, customer care, or leadership? Understanding each other's motivations helps guide future conversations with empathy and perspective.

Prompt: What does success look like for you this year? Professionally and personally?

Connection Deep Dive:

"When have you felt most seen or supported in your work?"

Common Ground Exercise

Each of you share one strength, one challenge, and one intention for your mentorship.

This simple exchange creates empathy, perspective, and direction for the months ahead.

GOAL SETTING & ALIGNMENT

Mentorship should be intentional.
Together, define your goals and the growth areas that matter most to you.

Three Dimensions of Growth

1. Career Goals

Think about where you want to be 6–12 months from now.

- What kind of role, project, or responsibility excites you?
- What skills or certifications will help you get there?
- How can your mentor support visibility or connections?

2. Skill Development Goals

Our industry blends hands-on expertise with relationship-building.

- Which technical skills do you want to refine? (water care, hydraulics, retail communication, operations, marketing, etc.)
- What business or leadership tools do you want to learn next?
- What would mastering this skill unlock for you?

3. Confidence & Leadership Goals

Confidence comes from clarity and repetition.

- In what situations do you want to feel more self-assured?
- What internal beliefs do you want to strengthen?
- How can you practice leadership from where you are now?

Mentor Tip: Encourage your mentee to write goals as “I will” statements:
“I will improve my confidence leading team meetings by practicing once per week.”



CONVERSATION FRAMEWORK

The Women in Swim 5-Step Conversation Flow

1. Check-In (5 minutes)

Start personally, not transactionally.

“What’s one win and one wall since we last met?”

2. Focus Topic (20–30 minutes)

Choose one theme that’s relevant today leadership, time management, burnout, conflict resolution, or technical upskilling.

“What’s one thing you’re working through that you’d like support with?”

3. Reflect & Learn (10–15 minutes)

Explore insights, lessons, and takeaways.

“What did you notice about your response to that situation?”

“What would you try differently next time?”

4. Action Plan (10 minutes)

Translate ideas into one concrete step before your next meeting.

“What’s one thing you’ll do between now and next time?”

5. Close (5 minutes)

Celebrate progress and connection.

“What’s one thing from today that you’re grateful for?”

Consistency is key - the more rhythm your mentorship has, the stronger your outcomes will be.

REFLECTION & GROWTH

Growth isn't always linear, it's a mix of wins, lessons, and re-centering. Reflection helps both mentor and mentee stay grounded, especially during busy or uncertain seasons.



Reflection Prompts

This month, I felt most confident when...

The biggest challenge I faced was...

I learned that...

I'm proud of...

One boundary I protected was...

I'll focus on improving...

The Mirror Moment

Look yourself in the mirror and remind yourself:

"I am the evidence of survival.

I am not what happened to me — I am who I became anyway.

I lead with clarity.

I protect my peace.

I remember who I am."

Use this as a grounding exercise after tough weeks or before important meetings.

QUARTERLY CHECK-IN

Every few months, pause to reflect and realign.
Mentorship evolves and so do your goals.

Discussion Questions

- What's working well in our mentorship relationship?
- What have you learned about yourself since we began?
- What wins should we celebrate?
- What areas need more focus or support?
- How can we evolve or refresh our meetings?

Progress Tracker

Area	Goal	Progress (0-5)	Key Learning	Next Step
Career				
Skill Development				
Confidence				
Balance				

Mentor Tip: Recognize effort, not just outcome. Progress is sometimes showing up, speaking up, or staying consistent through the busy season.

CLOSING THE LOOP

At the end of your formal mentorship, take time to celebrate the journey and reflect on the impact.

Final Reflection Prompts

- What have I learned about myself?
- What strengths have become clearer?
- How have I grown in confidence or leadership?
- What challenges helped shape me?
- How will I continue to pay this forward?



Shared Celebration

Write a one-page reflection each, summarizing what you've gained and how you'll continue to stay connected. Consider presenting your key insights at your workplace or a Women in Swim event, your story might inspire the next wave of mentorships.

Reminder: Every end is a beginning! Mentorship doesn't expire; it evolves into allyship.

KEYS TO SUCCESS

To close the guide, here are reminders that keep mentorship — and leadership — grounded in compassion and strength.

The Women in Swim Principles

1. Show Up Authentically

You don't need to have all the answers, you just need to be present.

2. Listen Before Advising

Sometimes, the most powerful mentorship moments come from listening, not solving.

3. Celebrate Small Wins

Progress is made in the quiet moments. When someone feels seen, supported, or validated.

4. Create Safe Spaces

Lead with kindness and hold space for vulnerability.

5. Keep Learning Together

Stay curious. Stay teachable. Stay open to new voices and perspectives.

A Note from Women in Swim

Our community was built on connection and the belief that when women rise, the whole industry rises with them.

Mentorship is one of the most powerful ways to build confidence, share knowledge, and create lasting impact. Whether you're guiding the next generation or finding your own footing, you are part of a movement that's changing the current ...one conversation at a time.

💬 **“Because progress, like water, flows strongest when we move together.”**



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Empowering Connection • Inspiring Change • Elevating the Industry

"Our mission is to empower and support women in the pool and spa industry by fostering a strong, inclusive community. Through connection, mentorship, and shared knowledge, we aim to inspire and uplift one another, driving meaningful change and lasting impact in the industry."

Thank you for journeying through this guide with us.

Discover more with Women in Swim

visit <https://www.poolcouncil.ca/women-in-swim/>

to explore upcoming events, subscribe to our newsletter, access past webinars, download additional toolkits, and stay connected with the women shaping the pool & spa industry.

