



## **Professional Mentoring Program**

### **Mentoring Program Guidelines**

#### **Role and responsibilities of mentors**

Commitment to:

- regular contact with your mentee for twelve months of the program
- the frequency and duration of meetings
- how meetings will happen, eg face-to-face, via email, Skype, phone etc.

As a mentor, you are required to:

- schedule uninterrupted time with your mentee
- maintain confidentiality of information disclosed in your meetings
- be supportive and provide information, encouragement and constructive feedback
- guide your mentee in developing their portfolio of resources and professional network
- encourage exploration of ideas and facilitate self-directed learning.

Making contact:

- mentors will be notified who they have been matched with
- mentees are responsible for making initial contact via phone or email to arrange your first meeting.

#### **Role and responsibilities of mentees**

Commitment to:

- regular contact with your mentor for twelve months of the program
- the frequency and duration of meetings
- how meetings will happen, eg face-to-face, via email, Skype, phone etc.

As a mentee, you are required to:

- make initial contact with your mentor
- schedule uninterrupted time with your mentor
- maintain confidentiality of information disclosed in your meetings
- be open to new and different perspectives

- maintain a professional partnership, and advise your mentor if you are unable to attend an appointment.

### **Role and responsibilities of the Mentoring Coordinator**

The Coordinator will administer the program and is responsible for supporting, supervising and monitoring mentor partnerships through:

- receiving and collating registrations
- matching mentors and mentees
- managing the mentoring partnerships and resolving any problems
- conducting evaluations with mentors and mentees at completion of the program
- developing and maintaining all records, procedures and guidelines
- formally recognising the contributions of mentors in this volunteer program.

If mentors and mentees decide to keep in contact after the program, the Coordinator will no longer facilitate the connection.

The Coordinator will provide regular reports on progress of the program to the IASAS board of management.

### **Evaluation measures**

You will be asked to provide IASAS with annual feedback about how the mentoring program worked for you, eg:

- Increased career and sector knowledge
- Increased critical thinking skills
- Increased confidence and competence
- Mentor ratings of personal outcomes – improved supervisory skills, skills for recruiting new talent, motivation and inspiration.
- Plans for the future.

### **Tips for Successful Partnerships**

Making the connection - have clear goals in mind for your mentoring relationship. Some discussion points for your meetings could include:

#### **Introduction**

- your background, achievements and goals
- expectations that you have from the program
- how often you will meet
- how you will meet.

#### **Career planning**

- what is most important in your professional careers?

- does the mentee have a specific career goal?
- what is the plan to achieve this goal?
- how could you monitor progress?

### **Mentor experience**

- what was the mentor's career path?
- what is their current role and daily responsibilities?
- what are the joys and challenges in their work?

### **Industry insights**

- professional organisations and conferences or other training available
- publications, special interest groups, and forums that are useful
- current trends in the sector, or discipline-specific focus (eg. campus health services)
- opportunities for building professional networks.

### **Reflection**

- how are the sessions going?
- could they be improved?
- what are you both learning through the program?

### **Terms of Use**

Individuals who are Professional Mentors are IASAS members who have volunteered to participate in the mentoring program. IASAS does not endorse or approve any Mentor. IASAS disclaims liability for, and does not in any way guarantee any activity engaged in by the Mentor. Any member of IASAS using the Professional Mentoring network releases and indemnifies IASAS from any claim, loss or liability that may arise from such use of Mentoring.