



Australian Institute of
Training and Development

**Mentoring
Program**



Mentoring Program Guidelines 2018



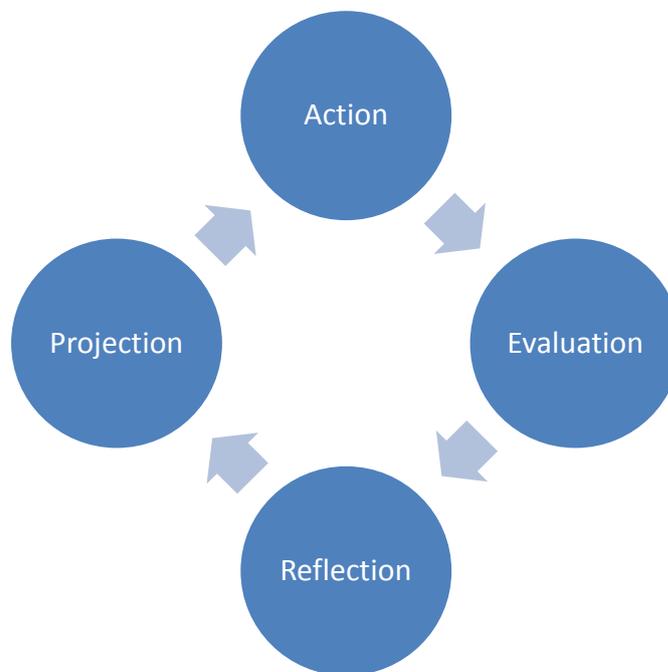
What will we talk about?

The content and structure of meetings and other contact will be determined and agreed upon in the first meeting. The mentees area/s of need and interest will drive the agenda.

To make the most of your time in the Mentoring Program, setting goals is an important exercise. Having goals that are Specific, Measurable, Achievable, Relevant and Time-Framed (SMART) will help to ensure that maximum benefit is gained from the mentoring experience. The mentoring agreement is worked through in the first session to set goals for the program.

There are a number of frameworks that may provide a helpful basis for discussions:

The Praxis Cycle



Action - What have I been doing?

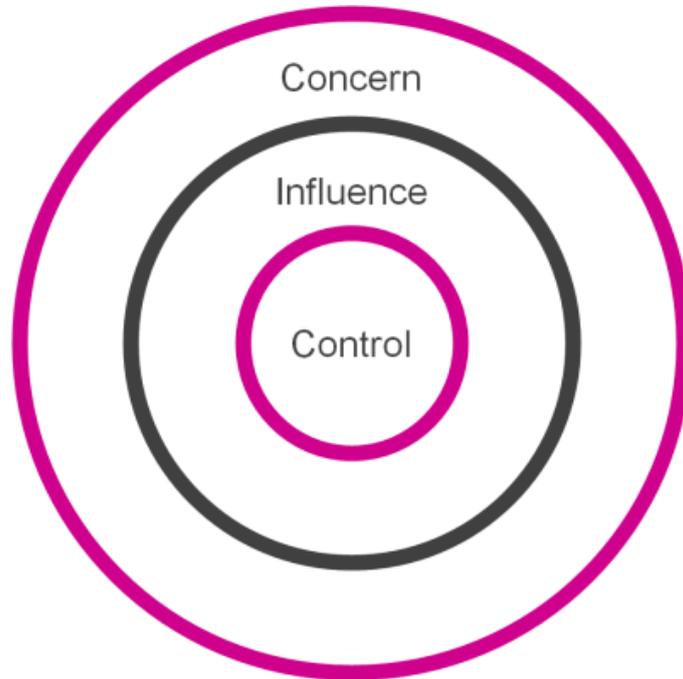
Evaluation - How well has it been working?

Reflection - How could I improve it?

Projection - What changes will I now make?

Paulo Freire defines praxis in *Pedagogy of the Oppressed* as "reflection and action directed at the structures to be transformed." (Freire, P. (1970), *Pedagogy of the Oppressed*. Bloomsbury Academy, p. 126.)

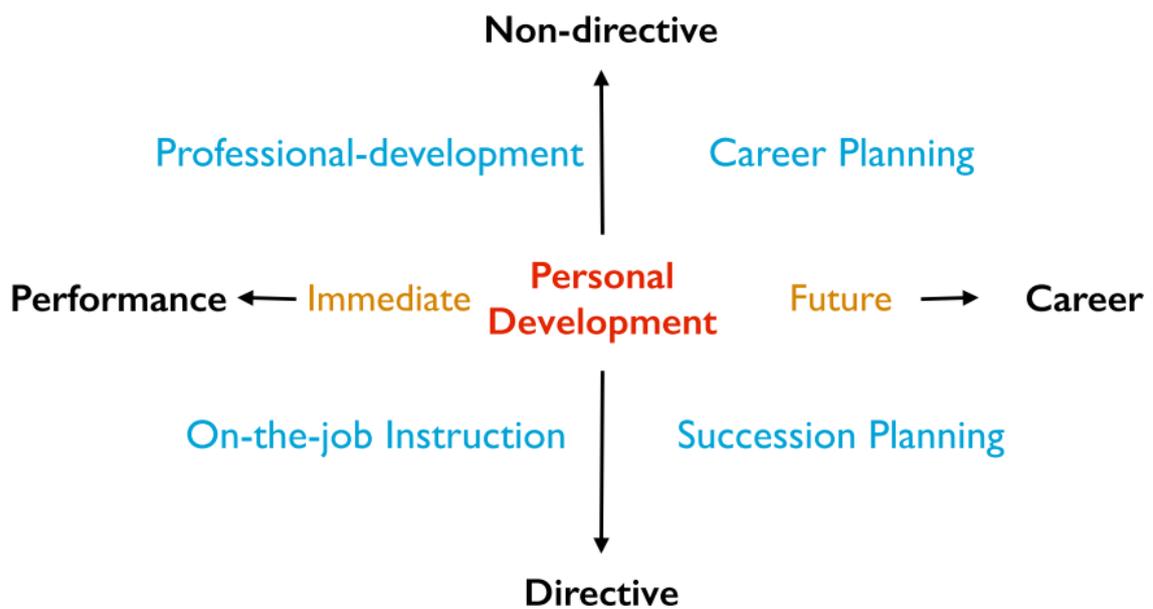
Circles of Influence



Adapted from *The Seven Habits of Highly Effective People* by Stephen R. Covey, Simon & Schuster 1992

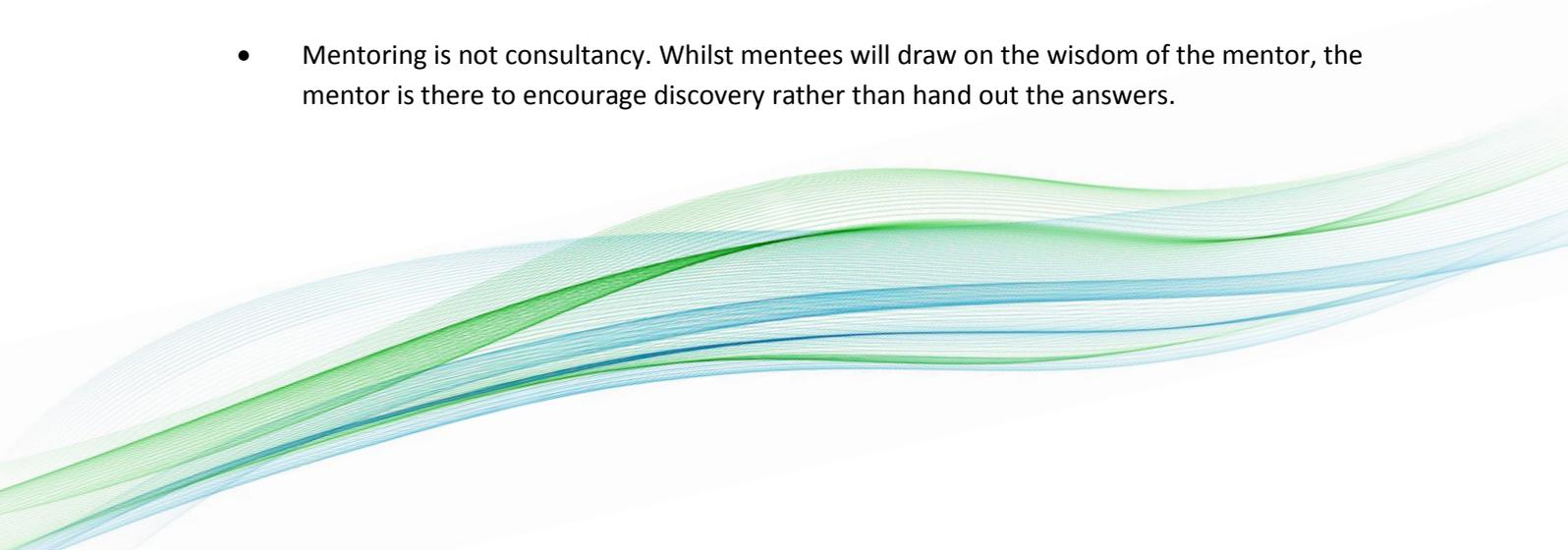
Purpose and Process

Purpose & Process



Rolfe, A (2012) *Mentoring Mindset, Skills and Tools*. Mentoring Works

What mentoring isn't

- The mentoring program is not a way to find a new job. Should a mentee be employed in a mentors company, the mentee will be reassigned.
 - Mentors are not there to provide counselling. Professional boundaries and areas of expertise are to be respected; referrals to other specialists may be made as required.
 - The Mentoring Program is not a way to expand contacts for the purpose of promoting your own goods/services.
 - Mentoring is not consultancy. Whilst mentees will draw on the wisdom of the mentor, the mentor is there to encourage discovery rather than hand out the answers.
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What skills will I need?

- Listening - both mentor and mentee will need to exercise active listening skills
- Observation – body language, tone of voice
- Goal Setting - your first meeting will be a time to establish your goals for the program
- Questioning (see following section)
- Problem Solving - mentoring sessions are a good opportunity to explore solutions to problems that the mentee is currently facing
- Planning - to get the most out of the program it is important to plan not just the meetings, but other contact, projects, networking opportunities
- Giving feedback
- Scheduling - be flexible and have respect for each other's time.

Some questions

Gathered from AITD events as part of the National Conversation on coaching and mentoring in October/November 2015, a list of great questions:

- What's in your circle of control?
- Does it spark joy?
- How's that working for you?
- How will you know what success looks like?
- When has that worked for you?
- What are the everyday steps you can do to impact your bigger goal?
- What specific behaviours do you as a learner like in a trainer/teacher?
- Who is your role model?
- What qualities do you admire/aspire to have?
- Where do you see yourself in 2 years time?
- Is this where you thought you would end up?
- If you could do it all again what would you do differently?
- What's important to you at the moment?
- If I were to give you an extra hour a day what would you do with it?
- What are you learning?
- Who do you learn from?
- What is the question that you don't want me to ask you today?

Assessment

Participants are required to maintain a record of their mentoring journey as a tool to help with reflection on the experience and process.

By the end of October participants will be asked to submit a presentation to AITD, summarising their experience in the mentoring program to be presented at the closing event in November. It is suggested that this is developed throughout the duration of the course.

This may be a written report (eg hard copy, blog, publication), visual presentation (eg Photos, Storyboards, drawings, PowerPoint, Prezi, Pecha Kucha) multimedia (eg video testimonials, interviews, trailer, eLearning module) or live (Role Play, l'objets de l'intrigue)

Creativity is encouraged!

A feedback survey will be sent at the conclusion of the program to help us develop and fine tune the program and processes.

Timetable

December 2017 to Mid-February 2018	Open registrations for mentor and mentee. Application forms and Program Guidelines available on AITD website
March	Evaluate & Match Mentors/Mentees Pre-reading Orientation Webinar
April - October	Program Commencement Program Runs (7 months)
November	November 2018 – Closing Events Evaluation
December 2018	Applications open for 2019 National Program



Terms and Conditions

The following terms and conditions apply to the AITD Mentoring Program

Payment of fees

Mentees pay \$300 to participate in the AITD mentoring program. This is a cost recovery fee for administration expenses, webinars, closing celebration expenses and materials. It is not to be considered as payment for service. Mentor participation is voluntary.

1. Mentoring Program fees for mentees must be paid by the end of March 2018.
2. An invoice will be sent upon acceptance into the program
3. Payment can also be made on the AITD website
4. AITD will take active steps to collect any outstanding fees.

Cancellation

1. AITD requires 10 working days written notice for any withdrawals from the program. Withdrawals prior to 1 April 2018 will have 20% cancellation fee deducted from the refund (and will be considered owing if invoice is unpaid).
2. Withdrawals after 1 April 2018 will not receive any refund.
3. AITD retains the right to cancel an event and will offer a full refund or transfer.
4. AITD is not liable for any travel, accommodation or other costs that you may have incurred in relation to the cancelled event.
5. AITD reserves the right to vary the program where necessary.

Conduct

1. Both mentors and mentees are bound by the confidentiality agreement signed at the first meeting
2. Neither mentor or mentee are to profit from the mentoring program
3. No bullying, harassment or other unacceptable workplace behaviours will be tolerated
4. Any advice given is not made on behalf of AITD

Grievances

1. In the event of any grievance in relation to the mentoring program, please contact Neil Von Heupt, AITD Programs Manager on (02)9211 9414 or 1300 138 862

