

## 2018 Advance Awards Mentoring Program

### Guiding Principles

Advance aims to nurture and support the next generation of Australian leaders. We are devoted to the exchange of knowledge, connections and ideas to inspire and empower global Australians to succeed around the world.

The Advance Awards Mentoring Program has these goals in mind, and matches Australian university students with Advance Award Winners for a 12-month, one-on-one mentoring program.

The program provides advice to help students find direction in their studies and refine their career goals. Mentors work with university students over a 12-month period to share their own professional and personal experiences and knowledge to support students with their development goals.

The program aims to:

- ) inspire, motivate and enlighten a community of the next generation of Australian leaders
- ) provide advice to the mentee on his/her career path and give him/her an edge in their professional career
- ) help the mentee gain clarity and self-awareness with the aim of being future innovative leaders
- ) give the mentor an opportunity to share their international experience with an aspiring future leader

### How the Program Works

Australian university students in the last year of an undergraduate or postgraduate degree are invited to apply to participate in a 12-month, one-on-one mentoring program with a 2018 Advance Award winner. Award winners represent an outstanding global Australian who has been selected based on his/her professional achievements/success overseas in their chosen field.

The mentoring program will consist of regular mentoring sessions (via Skype and emails) over a 12-month period.

Where possible, the mentor/mentee should meet in person for the first mentoring session or during the course of the mentoring program in Australia or in the Award winner's country of residence.

Ideally, the mentee and mentor should work together on a key project or to resolve/discuss up to three key issues over the 12-months (see further detail in [Attachment A – Roles and Responsibilities](#)).

Mentees will be required to complete a short self-evaluation form pre and post the mentoring program. Mentors and mentees will also be asked to complete a survey on conclusion of the mentoring partnership. This is an important part of the program's development and evaluation and mentors/mentees will be encouraged to share – in a constructive manner – all of their positive and negative experiences they have had during their time together.

### Application Process

1. **Students complete an online application form** with their personal details, outlining why they feel they should be selected as a mentee. Applications open on 14 May 2018, and close on 29 June 2018.

## 2. Applications are reviewed by Advance and Advance Global Australian Award mentors.

Information provided on the completed mentee application form, interviews and a reference check with the applicant's university where applicable, may be used in the selection process and will enable Advance to match and determine the best possible mentor/mentee relationship.

Advance Global Australian Award winners are invited to conduct informal interviews with potential mentees prior to engaging in a 12-month relationship with them to ensure mentees-mentors are well matched and to improve the success of the possible mentee-mentor relationship.

## 3. Applicants will be advised if they have been selected to participate in the Advance Global Australian Awards Mentoring Program along with the name of their mentors by August 2018.

### 12-month Mentoring Program

Once the mentee and mentor have been matched and introduced, the mentee is responsible for setting up the first mentoring meeting, either in person (if possible) or via Skype.

At the first meeting the mentee and mentor will discuss the mentee's development goals, ideas around a key project to work on or three key issues the mentee would like to discuss/resolve over the 12-month period (see [Attachment B – a Guide to the First Meeting](#))

The type of advice incorporated into a mentoring program naturally depends on the mentee and mentor, however, may typically cover the following areas:

- ) Job/Life Skills: mentees can seek advice from mentors on the skills they need to get a job and succeed in the workplace (e.g. how to prepare a resume, manage time and resolve work place conflicts).
- ) Academic Success: mentees can seek advice from mentors to assist in overcoming any academic challenges and to improve the quality of their academic efforts.
- ) Personal Development: a mentor can often serve as a role model and the mentee can seek advice from the mentor on their personal experiences in areas such as personal development, leadership and networking.

The mentee and the mentor will sign an agreement at the beginning of the Mentoring Program to outline their commitment and expectations of the mentoring relationship (see [Attachment C – Agreement](#)).

### Mentor partnership conclusion

The mentor's formal relationship with the mentee will come to an end 12 months from the date of the first mentoring session. After this 12-month mentoring period, the 'mentor/mentee match' will no longer be supervised by Advance, however, the mentor/mentee relationship may continue of its own accord if so desired by both parties.

## Roles and Responsibilities

### Mentee Overview

#### *What is a mentee?*

A mentee is a self-motivated individual seeking to continuously promote personal development. A mentee recognises personal strengths and weaknesses and actively seeks methods for personal growth. A mentee should be:

- ) Eager to Learn: has a strong desire to learn new skills or develop existing skills, seeks educational and/or training opportunities whenever possible to broaden his/her capabilities
- ) Team Player: must be a team player and contribute as much as possible to the mentoring relationship. To do this the mentee should: initiate and participate in discussions; seek information and opinions; suggest a plan for reaching goals; clarify or elaborate on ideas; resolve differences; be fair with praise and criticism; and accept praise and criticism.
- ) Patient: must be willing to put time and effort into the mentoring relationship and persevere through any difficulties that may arise during the learning process.
- ) Risk Taker: must move beyond tasks that he/she has mastered and accept new and more challenging experiences.
- ) Positive Attitude: a bright and hopeful attitude will help the mentee succeed, be more likely to tackle difficulties and stay on course.
- ) Open: must be able to receive constructive criticism and feedback.
- ) Other Aspects: a mentee should take the lead in the relationship evaluating his/her own strengths and weaknesses and in setting goals, initiating discussions, maintaining communication and developing a career strategy through education. The mentee should also be appreciative of the mentor's time, follow through on commitments and seek to maintain communication with his/her mentor after the formalised relationship and Mentoring Program is over.

#### *Roles and Responsibilities*

- ) Take initiative and be proactive in his/her own career development
- ) Develop a mentoring plan that clarifies the expectations of the mentoring partnership
- ) Actively participate in the e-mentoring sessions and plan to have at minimum of one-hour e-mentoring session every six weeks with the mentor
- ) Participate in open and honest discussions with the mentor
- ) Complete a short self-evaluation form pre and post the mentoring program.
- ) Provide feedback on the mentoring partnership at the end of the program (exit survey provided by Advance).

## Mentor Overview

### *What is a mentor?*

A mentor is an experienced individual that serves as a trusted counselor and loyal adviser who helps and guides another individual's development. The mentor is a confidant who provides perspective and open and candid feedback. The mentor is a 'sounding-board' for the mentee on issues and challenges he/she may not share with other individuals and is interested in and willing to help others. A mentor should be:

- ) People Orientated: be genuinely interested in people and have a desire to help others develop and grow. A successful mentor is one who provides sufficient time with the mentee, possesses good people and listening skills. A mentor should also be able to resolve any difficulties and give appropriate feedback.
- ) Good Motivator: provide encouraging feedback.
- ) Good listener: be able to listen to mentee and understand that the direction of the relationship is driven by the mentee.
- ) Effective Teacher: understand the skills and knowledge required by the mentee and his/her goals.
- ) Secure in their career position: a mentor enjoys being a part of the mentee's growth and expansion.

### *Roles and Responsibilities*

- ) Demonstrate a willingness to commit to the mentoring process
- ) Assist in developing the mentee's individual development plan
- ) Provide advice on development opportunities for the mentee
- ) Plan to have at minimum a one-hour e-mentoring session every six weeks with the mentee
- ) Actively participate in the e-mentoring sessions and plan to have a minimum of one one-hour e-mentoring session every six weeks with the mentor
- ) Provide feedback on the mentoring partnership at the end of the program (exit survey provided by Advance)

### *Assume four main roles:*

- ) Teach about a specific issue, in setting developmental goals and how to achieve them
- ) Discuss academic concerns impeding performance and/or on a particular skill
- ) Facilitate the mentee's growth by sharing resources and networks
- ) Provide honest and objective feedback, participate in e-mentoring sessions, act as a sounding board and provide developmental feedback to the mentee

## **Advance's responsibilities**

- ) Acts as a 'broker' of the mentoring partnership
- ) Provide feedback on the mentoring process and design
- ) Contact the mentor/mentee every four months to check on relationship and offer any assistance if required.
- ) Be available on a needs basis in the instance the mentor or mentee wishes to seek guidance during the 12-month partnership.

Should the mentor or mentee wish to voluntarily cease their mentoring partnership, they should contact Alex Ridout at [alex@advance.org](mailto:alex@advance.org).

## Attachment B

### Guide for Mentee and Mentor's First Meeting

1	Introduction and Background	Share information on: <ul style="list-style-type: none"> <li>)] Career and study history</li> <li>)] Current role and working relationships – boss, direct reports, peers, clients, others</li> <li>)] Interests outside of work and study</li> </ul>	
2	Mentee's Career and Development Goals	<ul style="list-style-type: none"> <li>)] Where do you want to get to in your study and career? Where do you want to be in 3 years?</li> <li>)] What are your strengths or enablers that might help you in getting there?</li> <li>)] What are your weaknesses or obstacles that might hinder your progress?</li> <li>)] What are the main areas you would like to focus on:             <ul style="list-style-type: none"> <li>– For your current role?</li> <li>– In preparation for future jobs?</li> </ul> </li> </ul>	
3	Mentor's Helping Style	<ul style="list-style-type: none"> <li>)] How would you like to help? (e.g. by providing feedback, sharing experiences, being a sounding board, brainstorming, guiding, coaching)</li> <li>)] Prior examples of having helped someone develop</li> </ul>	
4	Expectations from the relationship	<ul style="list-style-type: none"> <li>)] What will make this a satisfying relationship for both of us?</li> <li>)] What do we expect to learn from each other?</li> <li>)] How often will we meet? Who will take responsibility for arranging the meetings?</li> <li>)] Do we want to set any ground rules? (e.g. confidentiality, honest feedback, things to avoid, what we will tell others, etc.)</li> <li>)] How will we check if this is the 'right' relationship for both parties?</li> <li>)] How will we resolve concerns on either side?</li> <li>)] Do we believe our expectations match?</li> </ul>	
5	Next Steps	<ul style="list-style-type: none"> <li>)] What issues do we want to begin working with now?</li> <li>)] What do we do between now and the next meeting?</li> <li>)] When will we meet next?</li> <li>)] What will we cover in the next meeting?</li> </ul>	

**Attachment C****Advance Global Australian Awards Mentoring Agreement**

The mentoring partnership is an agreement between two people sharing experiences and expertise to help and nurture both personal and career growth. The key to successful mentoring is to recognise and respect each other's strengths and differences, clarify expectations and roles, establish clear goals and a mentoring action plan and to coordinate mentoring sessions in advance to ensure that they take place. Maintaining confidentiality of the mentor/mentee relationship is also crucial for success.

We are both voluntarily entering into this partnership. We wish to make this a rewarding experience. We therefore agree that:

1. We will meet at least every \_\_\_\_\_ weeks. Meeting times once agreed should not be cancelled unless unavoidable. At the end of each meeting we will agree to a date for the next meeting.
2. Each meeting will last a minimum of \_\_\_\_\_ minutes and a maximum of \_\_\_\_\_ minutes.
3. We agree that the role of the mentor is to provide mentoring and guidance to assist the mentee with their professional and personal development goals. We agree that clear boundaries will be laid out and that the mentor will let the mentee choose the objectives and action plans, and not micromanage the mentee.
4. We agree that the role of the mentee is to initiate the meetings and clearly communicate what he or she wants from the relationship. We agree that the mentee will maintain distinct boundaries and understand what to expect from the mentor and not expect the mentor to make decisions for the mentee.
5. We agree to keep the contents of these meetings confidential.
6. The mentor agrees to provide honest and constructive feedback to the mentee.
7. The mentee agrees to be open to the feedback.
8. Neither the mentor nor Advance will be liable for any academic, business or personal outcome directly or indirectly arising out of the mentoring relationship.
9. We understand that after this 12 month mentoring period, 'mentor/mentee match' will no longer be supervised by Advance. However, the mentor/mentee relationship may continue of their own accord.

Date: .....

Mentor's Name:.....

Signature: .....

Date: .....

Mentee's Name:.....

Signature: .....