

Program Information Kit for Mentees

Cohort 8 - 19 August 2014

Cohort 9 - 30 September 2014

Cohort 10 - 20 October 2014

Cohort 11 - 10 November 2014

Cohort 12 - 27 January 2015

Cohort 13 – 10 March 2015

Cohort 14 – 20 April 2015

AWRA E-MENTORING PROGRAM

The AWRA e-Mentoring Program is delivered by AMMA, the national resource industry employer group, and funded by the Australian Government.

The program has been developed for women in the resource, allied and related construction industries to participate as mentees, and men and women in these industries to participate as mentors.

Mentoring has been identified as a mechanism to achieve greater participation and advancement of women working in these industries; however remote locations, complex rosters and a shortage of women peers has highlighted a need for an alternative to a traditional mentoring program.

The AWRA e-Mentoring software, consisting of integrated chat, email and online support applications, provides participants access to a tailored mentoring program regardless of location and work schedule.

WHAT DOES THE PROGRAM INVOLVE?

Participation in the AWRA e-Mentoring Program involves:

- Matching mentors with mentees across different organisations and geographical locations.
- A nine-month structured mentoring relationship conducted through e-Mentoring software (Chronus) utilising email, chat, Skype and phone.
- Access to the 'Art of Mentoring' e-learning modules.
- Supporting handbook and tools to guide the relationship and assist with goal development and achievement.
- Regular webinars for mentees and mentors.
- Ongoing advice and evaluation delivered through the mentee and mentor connection.

WHAT IS A MENTEE?

A mentee is someone that is seeking personal and professional development and growth through the support of an experienced person.

The AWRA e-Mentoring Program is designed for women working in resources, related construction and allied sector roles who are unable to access traditional mentoring programs or connect with a suitable mentor due to their work location.

The program provides mentees with a platform to develop the knowledge and skills to overcome professional and personal challenges.

Benefits to mentees include:

- ✔ Professional growth and development.
- ✔ Identification of goals and mechanisms for achievement.
- ✔ Development of problem-solving and communication skills.
- ✔ Strategic career planning.



HOW DOES THE AWRA E-MENTORING PROGRAM WORK?

The AWRA e-Mentoring Program uses special software to match and facilitate mentoring relationships. The nine-month relationship is conducted via communication channels agreed between the mentor/mentee pair and may include email, Skype and telephone.



Participants also have access to the 'Art of Mentoring' e-learning modules, as well as written resources to guide the relationship.

Mentors and mentees also participate in separate webinars and are required to complete three surveys during the program to assist with ongoing improvement.

WHEN WILL I BEGIN?

AWRA endeavours to match every mentor with an appropriate mentee. Pairs that are successfully matched will be placed in a cohort with a set commencement date. Mentors and mentees that are unable to participate in one cohort will be eligible to be matched in another cohort; however this will incur a longer waiting period before commencement.

The cohorts for the 2014-2015 year are:

Cohort 8 – 19 August 2014

Cohort 9 - 30 September 2014

Cohort 10 - 20 October 2014

Cohort 11- 10 November 2014

Cohort 12 - 27 January 2015

Cohort 13 – 10 March 2015

Cohort 14 – 20 April 2015

HOW DO I GET INVOLVED?

Steps for involvement in the AWRA e-Mentoring Program:

- **Step 1** - Complete an Expression of Interest form located on the AWRA webpage <http://www.amma.org.au/awra/awra-e-mentoring>
- **Step 2** - A decision made on eligibility to participate:
 - Not eligible – Unfortunately cannot participate in the program
 - Eligible – Able to participate in the program. See steps below
- **Step 3** - Once eligibility is approved, mentees complete an online profile providing information such as personal details, qualifications, relevant work experience, expertise, competencies sought in a mentor, and career and mentoring program goals.
- **Step 4** - Mentees watch a mandatory online introductory information session.

- **Step 5** – Matching commences approximately one week before program commencement. Each cohort will have approximately 10-15 pairs and the date of commencement is determined by the successful pairing of mentee and mentor.
- **Step 6** – Once matched mentees will have access to the 'Art of Mentoring' e-learning modules which they must watch prior to the first webinar.
- **Step 7** – Week 2 after matching – Ice breaker webinar for mentees. This non-compulsory but advisable webinar provides an opportunity to ask questions about the program and share experiences with other mentees.
- **Step 8** – The mentee is responsible for initiating the first meeting with their mentor. If this does not occur within 28 days after matching, the mentee's involvement in the program will be terminated and the mentor will have the opportunity to work with another participant in a different cohort.
- **Step 9** – Week 11- Mentees complete a compulsory 'Mentoring Relationship Health' survey.
- **Step 10** – Week 13 – Feedback webinar for mentees. This webinar will discuss findings from the survey. This is an opportunity for mentees to discuss any issues and seek guidance from the webinar facilitator.
- **Step 11** – Week 35 – Lessons learnt webinar for mentees. This is an opportunity for mentees to reflect on their experience in nine-month mentoring relationship.
- **Step 12** – Week 40 – Mentees complete a compulsory 'Mentoring Relationship Closure' survey and the program is concluded.



EXPECTATIONS OF A MENTEE

- ✓ To listen and learn
- ✓ To challenge themselves
- ✓ To allocate time to the relationship (approximately three hours per month)
- ✓ To be enthusiastic, open and honest
- ✓ To keep meetings with their mentor confidential
- ✓ To commit to the nine-month relationship
- ✓ To establish the path and goals they want to pursue
- ✓ To show consideration to their mentor for the time and guidance provided
- ✓ To drive the relationship

Expectations of the mentee and other information such as how to use the Chronus online software is covered in the information session.

TERMS AND CONDITIONS

By completing your online profile you agree to abide by the terms and conditions of the AWRA e-Mentoring Program.

1. The Australian Mines and Metals Association (AMMA) is in no event liable for any indirect, special or consequential damages arising out of or in any way connected with any agreement, stated or implied, between AMMA and a participant in this program, or an employer or any other person or entity affected by this program, or by these services, even if AMMA is advised of the possibility of such damages.
2. The use of the online mentoring platform ("Chronus") is strictly limited to carrying out the mentoring process including participating in forums, discussion and online communities. While AWRA cannot constrain or prohibit communications between and among mentees and mentors, inappropriate, illegal and unethical behaviour using Chronus is a breach of these Conditions, persons responsible will be removed from the e-Mentoring Program and blocked from using Chronus immediately. Participants are obliged to ensure that:
 - ✓ Chronus is used for lawful purposes only
 - ✓ material violating or infringing upon the rights of others is not uploaded made accessible or otherwise transmitted through Chronus
 - ✓ conduct that would constitute a criminal offence, give rise to civil liability or otherwise violate any law does not take place, and
 - ✓ they do not take part in any conduct that restricts or inhibits any other person's use or enjoyment of Chronus, the Program or the services



3. Mentees must be employed by an organisation in the Australian resource, allied and related construction industries to be involved in the program.
4. Mentor, mentee and AWRA will keep confidentiality, except as required by law or in the case of potential harm to any party. It is expected that one will at least inform the other(s) if they intend to disclose confidential information, and in the first seek permission to do so. Both parties are also required to ensure safe and secure maintenance of all records, documents and data, including logins and passwords to Chronus.
5. Mentor and mentee must avoid any exploitation of the mentoring relationship, which includes but is not limited to, use of confidential commercial information and enticement of program participants to join the employer of the mentor or mentee.
6. Mentor and mentee must commit to a nine month mentoring relationship with approximately three hours per month of time spent on meeting preparation and meetings with one another.
7. Mentors and mentees are required to attend program webinars and complete three compulsory program evaluation surveys as part of their participation in the AWRA e-Mentoring Program.
8. The mentor or the mentee may terminate the relationship, and AWRA may terminate the provision of the online mentoring service, or access to Chronus, for any reason.
9. Your decision to participate in the AWRA e-Mentoring Program is considered by AWRA and by AMMA to be a personal decision: Neither your participation in the program, nor any expression of interest you have made in the program, will be revealed to your employer without your explicit permission in your user profile.

10. If for any reason a mentor/mentee must withdraw from the program after being matched they are required to inform their mentoring partner and the AWRA e-Mentoring team as soon as possible and complete a formal withdrawal form. AMMA and AWRA will not be responsible for informing a mentoring partner on behalf of a mentor/mentee except in exceptional circumstance.
11. Mentees are responsible for making initial contact with their mentor. Failure to do so within 28 days of being matched with result in termination of the mentees involvement in the AWRA e-Mentoring Program. With the mentors permission they will be matched with another mentee in a different cohort.

COST

This program is funded by the federal government, and as such there is no cost associated with participation.

FURTHER INFORMATION AND ASSISTANCE

The AWRA team are available to assist and provide advice to mentees throughout the program.

Please contact us on **(07) 3210 0313** or **awra.e-Mentoring@amma.org.au**.

FREQUENTLY ASKED QUESTIONS

Q *Does my employer need to be an AMMA member for me to be eligible to participate in the program?*

A No, your employer is not required to be an AMMA member for you to be involved in the program.

Q *Does my acceptance to the program guarantee I will be matched?*

A We endeavour to match all interested parties, however emphasis is placed on quality matches. That is when the mentor has the experience that the mentee requires. While we will do our best to match you with a suitable mentee we cannot guarantee that we will be able to do so.

Q *Can my mentee and I stay in contact after the nine month program has been completed?*

A To comply with the e-mentoring software capacity, mentee profiles are removed following completion of the program. However, mentors and mentees may choose to continue an informal mentoring relationship outside of the program.

Q *Can I be a mentor and a mentee?*

A Yes, we encourage all mentees to consider being a mentor also. Even those with a few years' experience can offer valuable support to someone starting out in their career.

Q *Can mentors be matched with more than one mentee?*

A It is up to the mentor to determine if they have the capacity to commit to multiple mentoring relationships.

Q *Do I have to attend the webinars?*

A To receive maximum benefit from the program, we strongly recommend participants attend the webinars. As this is an online mentoring program there is no opportunity to meet with program coordinators and other mentees face-to-face. Attending the webinars provides the opportunity to speak with, and learn from, other mentees.

Q *Do I have to watch the information session?*

A Yes, you must watch the information session prior to being matched so that you have a good understanding of what is required and expected of you in the program. It also provides instructions on how to use the online platform.

- Q** *Do I have to tell my employer that I am participating in the program?*
- A** Your decision to participate in the AWRA e-Mentoring Program is considered by AWRA and AMMA to be a personal decision. Neither your participation in the program, nor any expression of interest you have made in the program, will be revealed to your employer without your explicit permission in your user profile.
- Q** *Can I choose the mentor that I want?*
- A** No. Trained program coordinators carefully match you and your mentor based on experiences and competencies.
- Q** *Things aren't working out with my mentor. Am I able to withdraw?*
- A** You can withdraw from the program at any time. In order to do so you are required (as outlined in the Terms and Conditions of Participation) to inform your mentoring partner and the AWRA e-Mentoring team and complete a formal withdrawal form. AMMA and AWRA will not be responsible for informing a mentoring partner on behalf of a mentor/mentee except in exceptional circumstances.

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