

**Welcome to the Program**

### About this program

The program is conducted over **(insert length of program)** months, commencing when you are paired with a Mentor. During that time you will:

* Attend training *(insert when this is – prior to matching/after matching)*
* Be supported with materials
* Attend a webinar halfway through the program to share your experiences with other participants and have access to an online forum with them and the program organisers **(if applicable)**
* “Meet” with your mentor by whatever communication means you mutually choose – in person, telephone, Skype or other online, email, text.
* Be asked to give us feedback so we can ensure we are supporting your needs and so we can fine-tune the program for subsequent groups
* Gain insight into the perspective of another professional

Your participation is:

* Voluntary – you and your mentor can end your relationship at any time
* A two-way process – your mentor will share their skills, knowledge and experience with you to enable you to explore your professional and personal situation, and you will work together to achieve goals that you agree with your mentor.

### Program Administrators

Insert who is responsible for administering the program here

### Using the Program Online Platform

If applicable

### Program Communications

List what communications will be sent to participants eg tips/hints, surveys etc

### Program Materials

All the materials you need are available (insert where participants can access their documents).

### Mentoring Stages

There are four stages in **XX**-month program (change weeks as required. Based on 9 month program)

**Stage 1: Getting Ready for Mentoring (2-4 weeks)**

In the few weeks after you are matched with your partner, you will receive training to help you get prepared for your role as mentee. Use the mentoring self-assessment to consider your strengths as a mentee and those skills you might wish to develop over the course of the program. You and your mentor can also start to get to know one another, exchange details and start thinking about goals for the program.

**Stage 2: Preparing for a Successful Partnership (4-6 weeks)**

We expect you to use this time to really get acquainted, establish confidentiality and trust and build a good working alliance, sign off on the Mentoring Partnership Agreement, and for you to start outlining their goals for your mentoring relationship. By the end of this period you should have at least an agreed sense of purpose for the relationship, if not some concrete and specific goals.

Towards the end of this stage we will ask you to give us feedback so that we know how you are progressing.

**Stage 3: The Middle - Working towards the Goals (27 weeks)**

This is the longest stage. You will be meeting frequently with your mentor to achieve the goals that were set at the last stage. You will also attend another webinar with the program facilitator to support your learning as a mentee and to allow you to connect with other mentees in the program.

A few months into this stage we will ask you for more short online feedback so we can monitor how you are progressing.

**Stage 4: Ending the Relationship and Preparing for the Future (4 weeks)**

A well-planned ending is important, so about a month before the formal program ending we suggest you and your mentor start to prepare for ending the relationship. You will review what has been learnt and achieved and establish the nature of the relationship you will have in the future.

At the end of the program, you will be asked for a final program evaluation.

**Key Program Dates (if applicable to your program)**

Please make sure you put dates in your diary

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| --- | --- | --- |
| **Date** | **Event** | **Comments** |
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