

MENTEE TRAINING

Agenda

- About this program
- What is mentoring?
- What does a mentor do... And not do?
- Expectations
- Establishing the relationship
- Confidentiality, trust, code
- Mentoring styles
- Getting the relationship underway
- Getting acquainted
- The first meeting
- Building rapport
- Communicating effectively online
- Goal setting
- Tools & techniques
- Taking stock
- Next steps

About this program

- Connecting women in the Australian resource, allied and related construction industries
- Online platform for resources and connectivity
 - User Guide – in the Knowledge Base
- Paired mentoring meetings – telephone, Skype, email, other.
- Evaluation surveys

INFORMATION TRAINING	MATCHING	EVAL 1	FEEDBACK WEBINAR	EVAL 2	EVAL 3

The Online Platform

You are currently working on behalf of Gina Testmeibusch


[Switch back to Melissa Richardson](#)




AWRA e-Mentoring Program

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[All Activity](#) [My Activity](#) [My Mentoring Connections Activity](#)


 You posted a message in your mentoring connection with Testmeibusch and Meredith
I just got your message. There seem to be too many w

...
 About 9 days ago • [Read full message](#)

 You updated the status of the milestone *Getting Ready for Mentoring* to Not started

 About 9 days ago • [View Milestone](#)

 You have been added as a mentor in the program

 About 9 days ago

No more activities to show.



Gina Testmeibusch

 [Edit Profile](#)

Complete your profile

[Hide](#)



Your profile is 66% complete. [Complete your profile »](#)

My Mentees (1 total)




Testmeibusch and Meredith

 **1 Milestone** In progress


2 minutes since last activity

Quick links

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The Online Platform

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awrae-mentoring AWRA e-Mentoring Program
Australian Women in Resources Alliance Supporting workforce diversity

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Testmeibusch and Meredith Edit

Getting Re.. **Preparing ..** The Middle.. Ending the..

Getting Ready for Mentoring Mark complete

Due Date: March 04, 2013
Status: **In Progress**
Task Status: 1 / 1
Description: Consider using the Initial Assessment tools to identify areas that you may need to focus on. For the mentee, what is most important is understanding your priorities for the mentoring relationship. There are many activities that may contribute to a successful mentoring relationship. It will be up to both of you to determine the best path to follow. To start off, here are a few ways in which the mentor might support the mentee:

1. Setting goals
2. Developing an action plan
3. Problem-solving
4. Following through with a plan or commitment

For the mentor, spend some time considering your mentoring skills and how you can best help a mentee.

Tasks Add new task

- Establish goals of the mentoring partnership [Elsbeth Meredith](#)
- Take Assessments [Elsbeth Meredith](#)

Resources

- [AWRA Welcome to Mentees](#)
- [AWRA Welcome to Mentors](#)
- [AWRA Mentor Self Assessment](#)
- [AWRA Mentee Self Assessment](#)
- [AWRA Goal Setting Guide](#)

Members

- Gina Testmeibusch** - Mentor
Less than a minute since last activity
- Elsbeth Meredith** - Mentee
6 days since last activity

Quick links

- [Provide feedback](#)
- [Contact administrator](#)
- [Export mentoring area](#)

Mentoring Connection Summary

Duration: 9 days
Started: February 11, 2013
Expires on: December 08, 2013 (request for change)

What do we mean by Mentoring?

Mentoring is a helping relationship based on an exchange of knowledge, experience and goodwill. Mentors help someone less experienced gain confidence, clearer purpose, insight, and wisdom.

In developmental mentoring, the mentor, too, is changed by the relationship.

What is mentoring?

“Off-line help by one person to another in making significant transitions in knowledge, work or thinking.”

Meggison and Clutterbuck, 1995

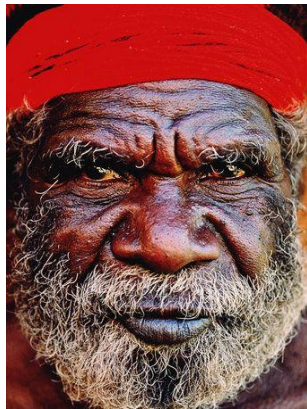
What does a mentor do... And not do?

A mentor is:

- ❑ A guide
- ❑ A sounding board
- ❑ A challenger
- ❑ A supporter and encourager
- ❑ A confidante
- ❑ A career coach
- ❑ A networking facilitator

Their role is not:

- ❑ To be a counsellor
- ❑ To be a best friend
- ❑ To discipline and correct
- ❑ To be revered as a super-hero
- ❑ To be a parent
- ❑ To be a an unpaid business consultant
- ❑ To take responsibility for the mentee, solve their problems, or make decisions for them



Expectations

Of mentor

- Listen and learn
- Challenge
- Time
- Enthusiasm, honesty, openness
- Confidentiality
- Commitment

Of a mentee – same plus

- Establish the path
- Show consideration
- Drive the relationship

Establishing the relationship

- Mentee to schedule “meetings” every 2-4 weeks, (you’ll have other communication in between)
- Discuss expectations and ground rules
- Keep notes
- Work to establish trust and rapport quickly



Confidentiality, trust, code

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Mentoring Milestones Add new milestone

Getting Ready .. Preparing for .. **The Middle - W..** Your Last Meet..

Summary

Title: Preparing for a successful partnership
Duration: 14 days
Description: The mentor and the mentee become acquainted and informally clarify their common interests, shared values, and future goals and aspirations. If taking time to become acquainted with one another's interests, values, and goals is given a high priority, the relationship seems to get off to a better start. During the first stage of the relationship, it's important to establish confidentiality, which helps to develop trust.

Tasks (6)

<input type="checkbox"/> Meeting Pre-requisites: Mentor to review mentee profile/resume	Mentor	Edit Delete
<input type="checkbox"/> Meeting Pre-requisites: Review the online Handbook	Mentor	Edit Delete
<input type="checkbox"/> Meeting Pre-requisites: Review the online Handbook	Mentee	Edit Delete
<input type="checkbox"/> Meeting Pre-requisites: Review Mentoring agreement	Mentor	Edit Delete
<input type="checkbox"/> Meeting Pre-requisites: Review Mentoring agreement	Mentee	Edit Delete
<input type="checkbox"/> Setup the first meeting	Mentor	Edit Delete

Resources

- [Mentoring partnership agreement](#)
- Guide to getting to know one another
- Checklist for initial meeting between mentee and mentor
- Mentor toolkit
- Mentee toolkit

[Delete Milestone](#)

Getting the relationship underway

Getting acquainted

- “Guide to getting to know one another”
- First meeting tool in “Mentee Toolkit”



The first meeting

- Purpose
- When, what, how you will work together & resolve issues
- Confidentiality and trust
- Responsibilities

Building rapport & trust

- Talk about values
- Non-judgemental listening
- Do what you say
- Openness and honesty
- Give feedback

Communicating effectively online

- Meaningful subject line
- Clear and concise
- Investigate assumptions

Goal setting

- Goals can emerge as the mentoring relationship develops
- People will be more committed to goals they find important & have intrinsic value
- Goals should be
 - Desirable
 - Feasible
 - Measurable
 - Written

Your program goals?



- Develop a Career Plan
- Build my network
- Gain confidence
- Understand the industry better and its career opportunities
- Get support for improving my work-life balance
- Be challenged and stretched to think differently about my role
- Have a sounding board as I make a career change
- Become a really competent public speaker

Action planning

- Use the Logic Tree in the Mentee Toolkit to help you break down your goal into steps you can take straight away

Articulating your goals or purpose

What do I
want???



Tools and techniques

- Assessments to raise your self-awareness
 - Realise 2 Strengths assessment – Mentee Toolkit or online
 - Vision Worksheet – Mentee Toolkit

Taking stock

- Review frequently
- What if it's not working?



Next steps

- Let us know that you have watched this training
- Get started once matched
- Undertake evaluation surveys (x3)
- Opportunity to talk again Webinar 13 weeks after commencement of mentoring relationship
- Contact us via email at awra.e-Mentoring@amma.org.au