NETWORKING
AFRICAN-AUSTRALIANS
TODAY, TOMORROW, THE FUTURE

MENTORING PROGRAM 2021

MENTOR & MENTEE GUIDELINES

Today, Tomorrow, The Future

Networking African-Australians Inc.

Mentoring Program 2021

This unique mentoring program connect African-Australian students and professionals with the aim to provide professional and personal skills, including experiences in order to enhance and develop other African-Australians with their education, job opportunities, Leadership skills and confidence.

By undertaking this mentoring program, students will be paired with trusted and well experienced African-Australian professionals, receiving positive guidance and support in terms of their goals and career planning.

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Networking African-Australians would like to thank all of our mentor volunteers for their generous support and contribution in working towards to support our youths so that they may become active members in their own communities and in the Australian society at large.

Program Overview

Mentoring is a special partnership between two people based on commitment to the mentoring process, common goals and expectations, focus, mutual trust and respect. Mentoring can also encompass activities that allow for transfer of knowledge and skills from one individual to others.

Program Start Date (2021)

1 March to 31 October 2021

(8 months)

PROGRAM REQUIREMENTS

All participants are expected to:

- Read program guidelines, policies and attend any required events
- Sign and submit a mentoring agreement
- Be professional, respectful and observe confidentiality
- Be punctual and provide adequate warning of changes to plans
- Meet with your mentor/mentee and/or engage in mentoring activities in-person (or via Zoom or on the telephone as a backup)
- Stay accessible, committed, and engaged during the length of the program
- Respond to communications in a timely manner
- Let the Event & Program Officer know as soon as possible if you are having concerns or questions

Pre-program

- Apply for program
- Setup a profile
- Attend training

Matching

- Match confirmation
- Mentor Training
- Mentor receive Mentee's information

Meetings

- Introductions
- Set mentoring goals
- CV check/career paths
- Set up ongoing meeting schedule

End of Program

- Meet routinely
- Work on mentoring goals
- Attend mentoring acitivities
- Graduation Ceremony

Role of Mentor & Mentee

Mentor

A mentor is an experienced and trusted adviser that will challenge, motivate, inspire and encourage a mentee to achieve his or her goals.

Mentors:

- Assist mentees to find solutions to their own problems
- Willingly share their experience and professional success
- Encourage mentees to build confidence in themselves while inspiring them
- Look for experiences that will stretch the mentee

Mentee

A mentee is a person who is advised and guided by a mentor and are expected to be prepared, engaged and open to feedback.

Mentees:

- Are authentic and open to sharing their career goals, study area and interest
- Attend meetings and are proactive and engaged
- Discuss individual development planning with mentor
- Are responsible and value their mentor's time by keeping their commitments

Setting Mentoring Goals

Mentees are highly encouraged to reflect on their goals or career goals before meeting up with their mentors. However, we do understand that this can sometimes be a little challenging for some, but our mentors are always there to assist you with your goals.

Mentoring Program Contacts

Mobile:

04 8172 1025

Email:

networkingafricanaustralians@gmail.com

Policies and Procedures

Participation

Mentees and Mentors are selected to participate in programs at the discretion of The Board. The Event & Program Officer and The Board have the right to, at its sole discretion, terminate or revoke the invitation to the mentor or mentee at anytime.

Matching

Mentees and Mentor pairs will be matched through a confidential process based on information provided on registration documents.

Training & Workshops

Mentees and Mentors are required to attend relevant training or workshops organized by the organization. These training or workshops include information on expectations and professional code of conduct.

Meetings

Mentors and Mentees are expected to meet once a month/ or engage in mentoring activities in person (or via Zoom or on the telephone as a back-up.

Duty of Care

Duty of care requires that mentors undertake all reasonable steps to ensure the safety of mentees. Meetings must be held in a safe and public space as it is not appropriate to meet in private residence or home office. Mentors and mentees must agree to be have in an ethical and responsible name at all times. Anyone who experiences any uncertainty or discomfort within the mentoring program should contact the Event & Program Officer immediately. Mentoring Agreement for must be signed by both parties.

Privacy

All contacts details will be maintained confidentially and access limited.

Code of Conduct

All participants are requested to adhere to the following code of conduct:

- Observe confidentiality at all times, incudling contacts details
- Maintain professional standards of behaviours and safety
- Fulfil agreed commitments
- Assist with evaluation and feedback
- Contact the Event & Program Officer with any concerns of issues

Smart Goals Worksheet

When trying to set your goals it is very useful to use the SMART goal setting process. This approach is very useful because SMART goals allow you to plan and structure goals and set realistic activities, measurements and schedules to achieve your career objectives.

GOAL DESCRIPTION: _____

_____

S

SPECIFIC

State exactly to what you want to accomplish (who, what, where and why)

_____

M

MEASURABLE

How will you demonstrate and evaluate the extent to which the goal has been met?

_____

A

ACHIEVABLE

Challenging goals within your ability to achieve. It is realistically possible to acquire the goal in the allocated time?

_____

R

RELEVANT

What is the reason, purpose or benefit of accomplishing the goal?

_____

T

TIME-BOUND

What is the established completion date and does that completion date create a practical sense of urgency?

_____

Meeting Checklist

CHECKLIST FOR YOUR FIRST MEETING

1. Introduce yourself: including personal and professional experiences, career paths and ambitions
2. Agree on a number of meetings you both can commit to
3. Advise of any travel or holidays plans during the mentoring period
4. Discuss what you both would like to get out for the relationship and set goals
5. Discuss etiquette around contact between meetings
6. Set date and time for your next meeting and any action items
7. Sign mentoring agreement (original copy to be sent to Event & Program Officer

CHECKLIST FOR YOUR SECOND MEETING

1. Follow up on any action sites from your previous meeting
2. Mentees to discuss how they are doing and how they feel (personally, professionally)
3. Discuss specific goals, career goals while considering using the SMART guide
4. Review of mentees CV or work related matters
5. Set a date and time for your next meeting

CHECKLIST FOR SUBSEQUEST MEETINGS

1. Follow up on any action items from previous meeting
2. Consider taking your mentee on a tour of your place (if approved)
3. Where appropriate introduce your mentee to your relevant networks or groups

WRAPPING UP YOUR MENTORING

1. If ending your relationship, finalise action items and review goals
2. Mentees to reflect on lessons learnt and share sucess stories
3. Mentees and Mentors are to comple a survey

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