

HASS CONNECT MENTORING PROGRAM

BUILD CONFIDENCE. BROADEN UNDERSTANDINGS. MAKE CONNECTIONS.



MENTOR RESOURCE: THE MENTORING PROCESS

This document provides an overview of key stages within the mentoring process: preparation, establishing the relationship, managing the connection and reflection and transition and evaluation.

PREPARATION

- Before meeting your mentee you should take some time to reflect on your motivations and goals for the mentoring relationship.
- Read through the suggested topics for discussion and think about how you might answer these questions.
- Mentors have been matched with an appropriate mentee based on the information provided in the registration, including motivations, industry, area of study, skills development etc.
- The Program Coordinator informs you of your mentee by email with brief introductory and contact information.
- Your mentee will initiate contact with you by email prior to the networking launch event.
- You will meet your mentee at the launch networking event. Take this opportunity to introduce yourself to your mentee and network with other participants in the program.

ESTABLISHING THE RELATIONSHIP

- The success of the mentoring program relies on maintaining a level of interest, commitment and communication. Take some time to build rapport at the first meeting and get to know each other.
- Use the suggested topics for discussion to keep the conversation flowing if necessary.
- Discuss with your mentee what you would both like to get out of the mentoring relationship.
- Speak with your mentee about what goals they would like to achieve by the end of the program. Guide them to ensure they are realistic and achievable for the timeframe of the program.
- Complete the Mentoring Agreement together with your mentee. The mentee will bring this to your meeting.
- In addition to getting to know each other, discuss your respective boundaries and expectations including:
 - How often you will meet
 - Where you will meet
 - How you will maintain contact between meetings (phone, email, skype)
- This information is to be recorded on the Mentoring Agreement and the mentee is responsible for sending the completed form to Jackie Fuller via: studentfutures@hass.uq.edu.au.

MANAGING THE CONNECTION AND REFLECTION

- Explore the topics you have identified with your mentee.
- Check in with your mentee at each meeting if they are on track to achieve the goals they set at the first meeting. Are they taking steps to achieve their goals or do they need to be re-negotiated?
- Reflect on what is going well at your mentoring sessions.
- Are there any obstacles which may be preventing the mentoring relationship from progressing?
- What positive impact do you feel you have in helping your mentee?
- What are you learning about yourself during this process?

TRANSITION AND EVALUATION

- In the last meeting, you can choose to finish the mentoring relationship here, or if you both agree, continue the mentoring relationship outside the structured program.
- If you agree to discontinue the relationship, please spend the last meeting reviewing the progress made and working out 'where to from here' for the mentee. Help them to set their next goals on their career pathway.
- An online exit survey will be sent to you to tell us about your experience and provide any feedback for improvements on the program.
- Attend the celebration networking event at the conclusion of the program. You will have the opportunity to hear from other participants in the program and share your success and challenges as a group.