

# HASS CONNECT MENTORING PROGRAM

BUILD CONFIDENCE. BROADEN UNDERSTANDINGS. MAKE CONNECTIONS.



## MENTEE 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 mentor, you should take some time to reflect on your motivations and goals for the mentoring relationship.
- Read the suggested topics for discussion and think about how you might answer these questions.
- You have been matched with an appropriate mentor based on the information provided in the registration, including motivations, industry, area of study, skills development etc.
- The Program Coordinator informs you of your mentor by email with brief introductory and contact information.
- You are responsible for initiating contact with your mentor by email prior to the networking launch event.
- Take some time to practice how you will introduce yourself and prepare for the networking event.
- You will meet your mentor at the launch networking event. Take this opportunity to introduce yourself to your mentor 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.
- Discuss with your mentor what you would both like to get out of the mentoring relationship.
- Identify what topics you would like to discuss with your mentor - use the suggested topics resource as a guide.
- Speak with your mentor about what goals you would like to achieve by the end of the mentoring program.
- Complete the Mentoring Agreement together with your mentor. You are responsible for bringing this to the first 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 you are responsible for sending the completed form to Jackie Fuller via: [studentfutures@hass.uq.edu.au](mailto:studentfutures@hass.uq.edu.au).

### MANAGING THE CONNECTION AND REFLECTION

- Explore the topics you have identified with your mentor.
- Ensure you complete any tasks you set for yourself. Refer back to your goals and assess whether you are on track to achieve them. Do they need to be re-negotiated?
- Reflect on what is going well at your mentoring sessions.
- Are there any obstacles that may be preventing the mentoring relationship from progressing?
- 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'. Set some goals/next steps to help you on your career pathway.
- You will have the opportunity to reflect further on what you have learnt at the mentee reflection workshop and provide feedback on the program as a whole.
- 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.