



IPAA MENTORING GUIDELINES

What is mentoring?

Mentoring is most often defined as a professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge, networks and understanding that will enhance the less-experienced person's professional and/or personal growth.

According to Management Mentors¹, mentoring:

- takes place outside of a line manager-employee relationship, at the mutual consent of both parties
- is career-focused or focuses on professional development that may be outside a mentee's area of work
- relationships are personal – a mentor provides both professional and personal support, but referral to Employment Access Providers and Lifeline should be used where appropriate
- relationships may be initiated by a mentor or created through a match initiated by an organisation
(in this case IPAA ACT)
- relationships cross job boundaries
- relationships may last for a specific period of time (six months to a year) in a formal program, at which point the pair may continue in an informal mentoring relationship depending on their mutual consent.

What happens after I express an interest to become a mentor?

Once you have expressed an interest to be a mentor or mentee, IPAA ACT will use the information to match mentors with mentees. ACT Government employees may be matched with mentors and mentees by IPAA ACT in consultation with the ACT Government.

Mentors will be advised of the match and given an opportunity to review its appropriateness before accepting.

Once a match is confirmed, IPAA ACT will facilitate the initial meetings of mentors and mentees. Participants in the program will also be invited to attend an IPAA Mentoring Program Launch event to enable mentors and mentees to obtain advice about mentoring, discuss the mentoring agreement and network with others in the program. There will be subsequent speaking events throughout the program and possibly mentor and mentee cohort workshops.

What are the requirements to be a mentor?

To be a mentor you are required to have:

- a high level of respect for your mentee and create a trusting, safe and empowering environment for discussions ("Respect is a cornerstone of the mentoring process. In a world where resources are in short supply and stress levels at all-time highs, respect can serve as a

¹ <http://www.management-mentors.com/resources/corporate-mentoring-programs-faqs/>

social lubricant for mentoring—respect for both mentor and mentee.”²)

- an interest in sharing your professional experiences with your mentee and supporting the development of a fellow IPAA ACT member
- willingness to complete a mentoring agreement with the mentee and work towards the agreed goals and approach for the mentoring period
- the ability to identify your mentee's strengths and weaknesses and foster their career development
- an adequate amount of time to be in contact with your mentee – a minimum of 2 hours per month
- the ability to provide constructive feedback to a mentee, provide reflections, ask questions and support a mentee to make their own choices, experiment and observe outcomes
- effective listening and questioning ability
- mandatory to attend IPAA ACT mentoring program events
- agree to maintain confidentiality within the mentoring relationship
- agree to provide feedback to IPAA ACT about the mentoring experience, program and activities in order to ensure an effective evaluation.

What am I expected to do as a mentor?

As an IPAA ACT mentor you are expected to foster the career understanding and development of a mentee in a professional, constructive and proactive way and work towards achieving the goals outlined in your mentoring agreement with your mentee.

You are expected to liaise regularly with your mentee and provide them with advice and support in line with the mentoring agreement. This may involve (but is not be restricted to):

- information and/or advice on making an effective transition from current employer or classification to others (as outlined above)
- advice on options for or experience in relation to balancing home, parenting, education, career and extracurricular activities
- insights and information about industry trends and technical development
- insights and advice on how to effectively work with senior staff and/or minister's offices
- honest feedback and constructive criticism
- information and/or advice on working at higher classifications, in different departments, agencies or jurisdictions or sectors (ie private, public and community sectors) .

How often should mentors and mentees have contact?

The details of how frequently you both agree to engage, and how you do it (i.e. in person, by phone etc.) is a matter that needs to be discussed and agreed as part of your mentoring agreement. In coming to this view you obviously will have regard to your work and other commitments.

As a guide it is expected that in order for both of you to get the most out of a mentoring relationship, you should have contact with your mentee for at least two hours every month.

It is mandatory for you to attend the IPAA ACT mentoring events that will be held as part of the program. There will be a launch/introduction event, bimonthly speakers events and a closing event.

² Introduction to Mentoring: A Guide for Mentors and Mentees Centering On Mentoring, 2006 Presidential Task Force, American Psychological Association. <http://www.apa.org/education/grad/intro-mentoring.pdf>

Is the mentor expected to provide work experience, job placement or identify opportunities for roles for their mentee?

No. This is a learning opportunity for both mentee and mentor being run in accordance with the mentoring agreement to which both you and your mentor agree.

Who will mentors be asked to mentor and for how long?

Mentors will be matched to a mentee whose preferences best aligns with theirs preferences. IPAA ACT will do its best to match according to preferences but it will ultimately depend on the requests of mentees and the suitable mentors available in this program.

The 2017 IPAA ACT Mentoring Program will run from March 2017 to July 2017.

How many mentees will mentors be asked to mentor?

IPAA ACT will only ask mentors to be matched to one mentee at a time as part of this program. In addition an applicant can either be a mentor or a mentee, not both.

What if I encounter problems with a mentoring relationship?

Ensuring that you both complete and agree the mentoring agreement up front will help support clear communication for both mentor and mentee.

At first instance you should communicate any problems you are experiencing within the mentoring relationship to your mentoring partner in a professional and sensitive manner in an attempt to overcome any problems you are experiencing. It is best to be honest as mentoring works best when a trusting relationship can be formed.

Failing this, you should contact IPAA ACT to seek advice.

What if I can't make the mentoring events?

We understand that it can be challenging to manage all the demands on your time however IPAA ACT and your mentoring partner will appreciate your efforts to attend the four events in order to ensure you have the best level of support as a mentor and the best outcomes as a mentee. If you cannot make an event, please advise both IPAA ACT and your mentoring partner. There will always be other participants in the mentoring network at events and thus plenty of benefits if your partner cannot attend.

Mentoring privacy statement

The information on the IPAA ACT Mentoring EOI Form is collected for the purpose of registering your interest in participating in the IPAA ACT Mentoring Program. This information will enable IPAA ACT to match you with an appropriate mentee, to communicate with you and to keep statistical records.

Contact details will be kept strictly confidential unless otherwise notified or stipulated or agreed by you. The information on your form will be disclosed to your mentee/mentor when you have been matched.

You have a right to access personal information that IPAA ACT holds about you, subject to any exceptions in relevant legislation.