



2018 Victorian Mentoring Program Information Pack



BACKGROUND

Following on from the successful Mentoring Programs run since the 2013/14 financial year, the SSSI Young Professionals committee are pleased to offer the program again for 2018/19.

Mentoring was identified as a key activity for the 2018 year as part of the Strategic Plan for the Victorian Region of the SSSI during the Young Professionals planning day. Past mentoring programs have utilised either questionnaire based matching, or a 'speed networking' based matching to link mentees to mentors, each having their own benefits.

The ability to engage with a Mentor program is a unique opportunity for young and emerging spatial professionals to connect with and learn from established, experienced professionals.

The mentor program is also a great example of membership value, not easily accounted for when breaking down the components of member subscription fees.

Introduction

Mentoring is usually a one-to-one relationship that provides guidance at a time of development and change. Mentors provide impartial, confidential guidance and are there as a guide, rather than a 'doer'.

The mentoring relationship will generally be informal and last for an initial period of 12 months before review. The mentoring role should function independently of individual status/position in industry, and maintain a careful distance from workplace issues.

The Mentor Program offers an opportunity for members to take advantage of the skills, experience and wisdom of other, more senior Spatial Professionals. The young professionals committee, who will offer training, materials and coaching, will administer the program. From time to time the YP committee will organise additional events to enhance the program.

2018 Program Structure

This year, the YP Committee is pleased to offer a 10 month mentoring program

- Monthly emails will be sent out to mentors and mentees, and will contain topic cards of suggested discussion topics.
- Mentees and Mentors will catch up monthly, for approximately 1 hour, unless agreed otherwise, either in person, or online, on Skype etc.

It is recommended that, where possible, participants attend the face-to-face mentoring event. This event will give potential mentors and mentees the chance to meet and briefly discuss work goals, future direction and past experience. Based on these criteria, mentees will identify a preference list of mentors based on the mentees own judgement.

GENERAL INFORMATION

Mentor and Mentee self-nomination process

The process begins with calls for suitable people to nominate themselves to become Mentors through registration for the Speed Mentoring Launch night. People living in regional and remote parts of Victoria are encouraged to apply.

Please apply by completing the survey at <https://www.surveymonkey.com/r/YV669TX>

Matching Mentors and Mentees

Speed Mentoring Event

Mentor matching will be determined at an event where mentees are given a brief opportunity to meet various mentors, and then submit a preference list of potential matches. This preference list will then be used by the YP Committee to assign matches and establish the formal mentoring relationship.

The Committee will provide a booklet with a brief summary and photo of each participant on the Launch Night to assist mentees with placing their preferences.

Regional Mentor Program

Matching of Mentors and Mentees is based on information provided in a questionnaire and finding suitable matches. The YP Committee will use this information to determine matches.

Training

Both Mentors and Mentees are briefed on their roles, expectations and responsibilities and trained in basic skills. Each pair is provided with a variety of tools and other resources to draw on in their meetings.

Mentees arranging meetings

Mentees initiate contact and agree with their Mentor where and how often to communicate. The minimum commitment is for one hour per month, unless otherwise agreed. A continuation of the Mentor/Mentee relationship beyond the initial agreed period is determined by both parties.

It is critical that mentees maintain communication with their mentors throughout the program. Remember that mentors are volunteering their time, and have many other commitments. It is respectful and polite to keep them informed if you will be unable to attend a session, or if you need to opt out of the program.

Formalising the Mentoring relationship

In the first six weeks the Mentee and Mentor will have an opportunity to agree on whether the match is satisfactory in terms of both party's goals. Either or both may decide to request a different match without fault.

While the Young Professionals committee coordinates the Program, the relationship between Mentor and Mentee is self-managed and confidential. The Mentee is responsible for actions and outcomes agreed with their Mentor, and ultimately for the attainment of their goals.

Opting out of the program

If mentees or mentors need to withdraw from the program at any stage, please send an email to the organising committee on ssiyp.vic@gmail.com.

Opting out is considered a last resort, so please have a chat to the committee to see if some other arrangements can be made. Mentees can request another mentor if they are unhappy with their match, and the committee will do their best to find a secondary match. This cannot be guaranteed though.

Progressing your career within the spatial industry

This mentoring program aims to assist the development of careers in the spatial industry through:

- Seeking help to target career development opportunities that match interests, skills and experience
- Seeking help to develop personal techniques to navigate a career path
- Providing an opportunity to learn from an experienced leader within the industry

Both Mentors and Mentees have much to gain from a trusting Mentoring relationship. Mentoring can also give a sense of accomplishment and satisfaction of sharing experiences and insights in a safe space with another person.

PRINCIPLES THAT GUIDE THE MENTORING RELATIONSHIP

The Mentor and the Mentee will work out together how they can best achieve the benefits and satisfaction they are seeking through the relationship. There are some guiding principles that will help shape a mutually satisfying partnership.

Commitment to the Program

Successful Mentoring requires the commitment of both parties to the Program and each other.

Realistic expectations

Mentoring cannot meet all of your career needs, which is why the SSSI provides additional Career Development services, tools and activities such as conferences, workshops and specialist committees.

Personal responsibility for your learning

While Mentors are encouraged to provide guidance and support, Mentees are responsible for decisions and actions. To get the most out of their wisdom and experience, think about your learning needs and what you need to achieve them.

Confidentiality

All information the Mentee and Mentor share as part of their Mentoring relationship is strictly confidential. You can raise concerns about confidentiality with the YP organising committee

Open and honest communication

Developing a trusting relationship depends on the Mentee and the Mentor being open to sharing thoughts and feelings honestly and directly. Mentees and Mentors should confront any communication issues directly before seeking outside help.

Be open to ideas and influence

It's important to explore options, look at a range of problem-solving methods and view situations from more than one perspective. Mentoring is an ideal environment to challenge the way you think and pursue your goals.

Trust and respect

A culture of trust and respect should form the basis for the Mentoring relationship and encompasses all of the above principles.