

GUIDE FOR MENTORS

Who can apply to be a Mentor?

Eligibility: Mentors will be approached from both within and beyond the Spatial Industry. You do not need to be a SSSI Member, and mentor participation is free. To apply please complete the questionnaire here: <https://www.surveymonkey.com/r/YV669TX>

How much time and effort does a Mentor need to commit?

You should devote time to meeting with your Mentee (minimum 1 hour per meeting, unless otherwise agreed with mentee) over the 10 months of the program.

What are the responsibilities of the Mentor?

- Commit time and enthusiasm to the program
- respect the boundaries of the mentoring relationship
- Be open in sharing knowledge, information and personal experiences
- Treat the mentee with respect
- Be non-judgemental and accept differences
- Assist with goal-setting, without taking over
- Raise issues directly with the Mentee
- Provide impartial, confidential advice and guidance
- Help identify network-building and other professional development opportunities
- Provide feedback on progress towards goals and their direct observations
- Listen actively to their needs and communicate openly
- Hold them to account for doing what they say they'll do
- Confront issues in their relationship with you
- Help them examine issues and work towards solutions
- Participate in reviews of the Program
- Where issues cannot be resolved, refer to the YP committee
- Model the leadership values and behaviours of our industry
- Review with them the health of the partnership and the stage it is at
- Keep everything confidential
- Refer unresolved concerns to YP organising committee

What can I expect from my Mentee?

- Pro-actively identify goals and priorities
- Be ready to listen and learn
- Act on advice and agreed tasks
- Review progress and consider any areas for attention
- Participate in reviews of the Program
- Raise issues directly with the Mentor
- Commit both time and energy to the relationship
- Be open and honest in your relations
- Be willing to confront issues
- Be eager to learn and open to new ideas
- Be willing to take risks
- Have a positive attitude
- Be open to receiving feedback about their skills and behaviour
- Be able to act on feedback and keep commitments
- Take responsibility for outcomes, take the initiative in meetings and demonstrate resourcefulness
- Maintain strict confidentiality

What will my Mentee expect from me?

Your Mentee will expect you to:

- Commit time and enthusiasm
- Be prepared to share knowledge/skills as well as your learning's
- Assist with goal-setting, without taking over
- Provide impartial, confidential advice and guidance
- Help identify network-building and other professional development opportunities
- Provide feedback on progress towards goals and their direct observations
- Listen actively to their needs and communicate openly
- Hold them to account for doing what they say they'll do
- Confront issues in their relationship with you

- Help them examine issues and work towards solutions
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- Keep everything confidential

What Makes a Good Mentor?

A way to judge whether you are a good candidate to be a successful Mentor is to look at the characteristics below and test your readiness against these.

A good Mentor:

- Is positive towards their work, the Company and its values
- Believes in the value of mentoring and the program
- Provides a guiding hand
- Is open in sharing knowledge, information and personal experiences
- Is willing and able to learn
- Has a strong desire to help others
- Treats others with respect
- Is non-judgmental and accepts differences
- Is confident and secure about themselves

A good Mentor tends also to:

- Be organisationally insightful
- Be seen as a good developer of others
- Be caring in their relations with others
- Be seen as a good leader
- Have sound technical competence
- Exhibit sound judgment and be independent, divergent thinker
- Have the capacity to communicate well with a variety of people
- Be regarded as successful and generous in sharing credit
- Be true to their own values and 'walk the talk'

Most of these characteristics rest on skills that can be learnt. Some develop over time with life and work experience. Some can be learnt through training and/or developed through the experience of being (or having) a Mentor.

Your feelings about yourself and your potential role in this Program may be influenced by current personal circumstance. You may have the skills and knowledge but the time is not right for you to nominate as a Mentor.

Assessing Your Readiness

If you can answer 'yes' to each of these questions, you are likely to make a good Mentor in our Program.

1. Are you genuinely interested in people and their differences?
2. Do you have experience in motivating people to develop and perform to their best?
3. Are you open to sharing your mistakes and learning's as well as your knowledge with someone else?
4. Do you think your colleagues respect you?
5. Do you believe the Mentoring Program is an important initiative to help young professionals develop their careers?
6. Do you believe you can learn from being a Mentor?
7. Do you have the time and the commitment to spend an hour each month with a Mentee?

Be frank in your assessment of where you now stand, particularly in terms of your capacity to devote time and energy to the process. If you would like to talk with someone about your readiness, you can discuss with the YP Committee. Email us at sssiyp.vic@gmail.com.