

GUIDE FOR MENTEES

Who can apply to be a Mentee?

- Anyone who registers for the event at <https://www.surveymonkey.com/r/YV669TX>
- Non-SSSI members will be required to pay a higher fee than SSSI members.
- Mentors participate for free, and do not need to be SSSI members.

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

- You should devote time to meeting with your Mentor (roughly 1 hour per meeting, unless otherwise agreed to with Mentor)
- You should allocate time to prepare for the meeting to maximise its value
- As a Mentee, you are responsible for taking action and following through on your commitments with your Mentor
- You should take personal responsibility for your learning

What are the responsibilities of the Mentee?

- Commit to the Program and respect the boundaries of the mentoring relationship
- 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
- Raise issues directly with the Mentor
- Refer unresolved concerns to YP organising committee

How am I matched to my Mentor?

You are matched based on your Speed Mentoring preferences. We will be attempting to match on complementary motivation, as well as making sure your Mentor's experience is consistent with your stated goals.

For regional participants who are unable to attend the launch night, we will send you a questionnaire to find out more about your goals and what you want out of your mentoring relationship. Based on this feedback we will match you up with a suitable mentor.

The success of the Mentoring relationship will be determined by both parties. If needed, the YP Committee will help either the Mentor or Mentee withdraw from a poor match with no fault. The

Mentee and the Mentor will then work with us to establish a new partnership for each (pending the availability of Mentors).

Can I select my own Mentor?

It is not expected that you have a Mentor in mind. Participants may make a request for a particular person, however we can't give you any guarantees that your preferred Mentor will be available for you. Where your preferred choice is not available, we will be working to match you with a satisfactory alternative.

The matching process strives to be fair and to find suitable matches both for Mentor and Mentee. We prefer you do not approach the person directly outside of this process.

Who are the Mentors?

Mentors are self nominated and are drawn from leaders within the spatial industry.

All will have skills in leadership, technical competence in their own field, and be able to offer insights into how organisations work, at least in their own area of influence.

In addition they will be assessed on their:

- commitment to the principles of the Program
- understanding of Mentoring
- what they think they can offer to the Program
- communication skills

What can I expect from my Mentor?

You can expect your Mentor to:

- Commit time and enthusiasm
- Be prepared to share knowledge/skills as well as their 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 your needs and communicate openly
- Hold you to account for doing what you say you'll do
- Confront issues in the relationship with you

- Help you examine issues and work towards solutions
- Where issues cannot be resolved, refer to the Committee
- Model the leadership values and behaviours of our industry
- Review with you the health of the partnership and the stage it is at
- Keep everything confidential

Please note you should not expect your mentor to tell you exactly what to do in certain situations. Your mentor is there to provide guidance, advice and experience to enable you to make informed decisions about your future career as a spatial professional.

What will my Mentor expect from me?

Your Mentor will expect you to:

- 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 your 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

How does my Mentor differ from my workplace manager?

A Mentor is there to act as a guide providing a broad career perspective, looking at the individual's personal and professional needs away from daily job demands.

The Mentoring relationship is less structured than the manager relationship. It is a place to reflect, challenge and plan.

While your workplace manager has a role to play in your career development and your development plan, the Mentor provides another confidential avenue to assist you in your career development aspirations while not being involved in your operational needs.

The Mentor also provides a regular opportunity to work on goals.