

WESTERN SYDNEY
UNIVERSITY



GradLife Mentoring Program

EIGHT WEEK MENTORING GUIDE

GETTING STARTED

WEEK 1

MAKING A MATCH

Building a good foundation is important. Asking someone to be your mentor the first time you communicate may not be the best approach. After making a connection and getting to know each other better, your potential mentor should show they have a lot to share and seem open to showing you the ropes.

Start building the relationship with casual conversation, making professional interactions with your potential mentor on the GradLife e-Mentoring platform. Share articles or news reports of interest and engage in conversations about topics that you are interested in.

Once you have made a good connection it's time to ask. Use your mentoring goals to frame the conversation. Explain why you are asking for support and what you think your potential mentor can offer.

WEEK 2

DEVELOPING AN AGREEMENT

A mentoring agreement is a document which is constructed by all parties in a mentoring relationship. The agreement sets the parameters for the relationship, goals to be achieved, and communication agreements as well as clarifying roles and expectations from the experience.

The agreement can be amended as the relationship further develops. As relationships are individual, this document should be flexible.

A mentor should consider and lead a discussion with their mentee about several agreement factors. The below points can be used as a guide to initiate the agreement. It is important to consider these points as part of the agreement.

- Expectation and objectives
- Duration of relationship
- Frequency of communication
- Communication channels used (if more than one)
- Confidentiality
- Development needs
- Activities to be undertaken during relationship e.g. *CV editing, document proof reading, feedback, development activities as well as courses or training*
- Projects
- Career development planning
- Celebrating accomplishments
- How disagreements will be handled

GROWING TOGETHER

WEEK 3

MAKE SMART GOALS

A SMART goal is Specific, Measurable, Achievable, Realistic and Timely

SMART goal setting brings structure and tractability into your goals and objectives. Instead of vague resolutions, SMART goal setting creates verifiable trajectories towards a certain objective, with clear milestones and an estimation of the goal's attainability. Every goal or objective, from an intermediary step to overarching objective, can be made into a SMART goal and as such, brought closer to reality.

In corporate life, SMART goal setting is one of the most effective and yet least used tools for achieving goals.

CREATE A MENTORING ACTION PLAN

Create a mentoring action plan to identify possible mentoring activities and establish a timeline in which they will be achieved.

WEEK 4

SHARE CAREER HISTORY

Invite your mentee to share the 'story of their career', explaining how they got to where they are today and share yours.

DISCUSS INTERPERSONAL SKILLS

A mentor should help the mentee establish strategies for more effective working relationships with colleagues. Discuss the types of people your mentee finds the most difficult to work with and strategies for more effective interactions with them. You can also discuss the types of people your mentee most enjoys working with and discuss why it is easier to work with these people.

REACHING THE TOP

WEEK 5

COACHING

Discuss the mentee's strengths and weaknesses. Discuss methods for strengthening weaknesses and effectively using their strengths.

ADDRESS MENTEE CHALLENGES

Discuss challenging mentee scenarios or situations and their outcomes. If needed, brainstorm alternate ways to overcome such challenges.

REVIEW CVs

Exchange, review, discuss and provide feedback about each other's CVs. How should key achievements be presented? Are there differences in your presentation approaches and how you present yourself?

WEEK 6

PROVIDE FEEDBACK

Read and provide constructive feedback on a document, presentation, assessment or report that the mentee has created.

PROVIDE NETWORKING OPPORTUNITIES

Introduce your mentee to one of your contacts who could be a valuable professional contact for them or invite your mentee to upcoming networking opportunities and events such as Western Sydney University Alumni network events. Find out more at westernsydney.edu.au/alumni

CALLING IT QUITS

WEEK 7

REVIEW SMART GOALS

CONSULT

Mentors serve as a trainer or as a role model for their mentee. Consulting differs from coaching in that this function includes providing a realistic perspective and advice. Great mentors have the ability to tell mentees things others won't. They care enough to be critics and will give a mentee a candid view.

WEEK 8

CLOSE THE LOOP

All mentor relationships have a lifecycle so it's important to prepare and reflect on your relationship. Outline the lessons learned, actions taken and what other activities and goals the mentee can take to gain professional experience.



SUPPORT

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