

WESTERN SYDNEY
UNIVERSITY



GradLife
Mentoring Program

INDUCTION GUIDE



EXPERIENCE

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Remember...



What is mentoring?

Mentoring is a personal and career development relationship where a more experienced/knowledgeable individual helps to guide a less experienced/knowledgeable individual.

Mentoring can be as little as the right word of encouragement from the right person at the right time to a structured goal-oriented mentoring relationship.

The main aim of the mentoring program is to develop a one-to-one, professional relationship to focus on a mentee's professional growth and long-term professional development aspirations. The results of a successful mentoring relationship are likely to increase an individual's employability, professionalism and understanding of their chosen career field. The GradLife e-mentoring platform is designed to help alumni and students make contacts in specific employment areas and to provide them with an opportunity to enhance their professional skills and employment knowledge beyond that of their academic study.

Why become a mentor? What's in it for me?

As a mentor, you are in a position by which you can transfer your knowledge and wisdom from previous experiences upon a willing and knowledge hungry individual.

What could be more exciting?

Being a mentor allows you to:

- Support a student or alumni
- Reconnect with your university
- Gain new knowledge and skills as you mentor
- Gaining insights from your mentee's background and history that enhance your professional and personal development
- Gaining satisfaction in sharing your expertise with others
- Re-energizing your career
- Gaining an ally to help promote your mentee's well-being
- Learning more about other areas within your industry
- Building a relationship with someone outside your area, thus increasing your network within your area of expertise



“Mentoring is a learning and development partnership between someone with vast experience and someone who wants to learn.”



So, you want to be a mentor?

Great!

Becoming a mentor can happen in a few ways:

- You may be approached on the GradLife e-mentoring platform by a potential mentee
- You may wish to approach a potential mentee to offer a mentorship
- You may be approached/introduced to a potential mentee by the University

Your relationship will start in an e-mentoring nature but of course you have the ability to migrate the communication away to email, phone, etc. If your mentee happens to live within close proximity, you may wish to meet on occasion to exchange information or to add an additional dimension to your mentoring relationship.

So, you want to find a mentor?

Finding a mentor is a serious step. One that many successful individuals have attributed as a factor in their own success. In order to be a mentee, you must be motivated and willing to learn.

Some of the benefits of being a mentee are:

- Gaining from your mentor's experience
- Receiving critical feedback in key areas, such as communications, interpersonal relationships, technical abilities, change management and leadership skills
- Developing a sharper focus on what you need to grow professionally within your career path or elsewhere
- Learning specific skills and knowledge that is relevant to your professional and personal goals
- Networking with a more influential, knowledgeable and/or experienced individual
- Gaining knowledge about your career paths, culture and unspoken rules that can be critical for success
- Providing a friendly ear to share frustrations as well as successes

Are you ready and willing to find a mentor that will supplement your career journey? Now you know the benefits, how do you find a mentor? The first step is to establish the areas that you would like to improve. An effective way of doing this is using a self-assessment. First, establish the area that you wish to look for a mentor. Is it sales, biosciences, marketing, English literature, veterinary, medicine, social works or law. Now you have the area, you must pinpoint the skills on which you are looking to improve. Are you struggling with interview skills, networking, motivation, organisational politics or are you just looking for a fountain of knowledge from which you can take advice?

Once you have completed your self-assessment, you can commence your search for a mentor. By searching areas of expertise and skills within the GradLife e-mentoring platform, you can find a suitable mentor. This can happen in a few ways:

- You may be approached on the platform by a potential mentor
- You may wish to approach a potential mentor to request a mentorship
- You may be approached/introduced to a suitable mentor by the University



Sophia Demetriades Toftdahl

WESTERN SYDNEY UNIVERSITY
BACHELOR OF COMMUNICATION
(JOURNALISM), 2006
CEO AND CO-FOUNDER OF DREAM INTERNSHIP
MENTOR, 2015 LEAD CONFERENCE
WESTERN SYDNEY UNIVERSITY

'Mentors are good at encouraging others to do what is best for them, which in return often brings out their seen and hidden talents. My best mentors have grown from efforts and energy I have put into my initiatives. Mentors are great at spotting talent, so put yourself out there.'

You have found each other. Now what?

Once a mentoring relationship is established, you may wish to set some ground rules and vice versa for your mentor or mentee.

It is a good idea to establish what kind of relationship you would like this to be, such as formal or informal. How many hours are you willing to dedicate to this relationship per week or month? How long would you like the mentoring relationship to last? Ideally you should create a mentoring plan to fully establish the grounds upon which the mentoring relationship is based. This plan may include:

- Duration of relationship
- Level of structure (is it highly structured and formal or a casual mentoring relationship?)
- Communication methods
- How accountability for meeting targets will be established between mentee and mentor
- How assignments will be given, agreed to and followed up
- How adjustments to the plan will be made
- Consequences of noncompliance (including termination of relationship). Online resources are available for both mentees and mentors

WHEN VIEWING THE GRADLIFE E-MENTORING HOME PAGE, CLICK ON THE RESOURCES TAB TO DOWNLOAD THE EIGHT WEEK MENTORING GUIDE TO ASSIST WITH BUILDING AN EFFECTIVE MENTORING FRAMEWORK.

Responsibilities for a successful relationship

COMMUNICATION

Mentor: Take the lead and ensure the relationship stays on track

Mentee: Communicate with your mentor frequently and respond to any communications promptly

EXPECTATIONS

Mentor: Set expectations with your mentee for how often and in what manner you will contact each other

Mentee: Be prepared, respectful and professional

PARTICIPATION

Mentor: Help your mentee to identify and set their personal and professional development goals

Mentee: Be perceptive and accepting of feedback

HONESTY

Mentor and mentee: Inform your mentor/mentee of any major absences such as illness that limits the ability to respond to communications

RESPECT

Mentor and mentee: Define professional behaviour and maintain this standard throughout the relationship



Siobhan Hayden

BACHELOR OF COMMERCE (HRM IR), 2002

FIRST FEMALE CEO OF THE MORTGAGE AND FINANCE ASSOCIATION OF AUSTRALIA

MENTOR, 2015 LEAD CONFERENCE WESTERN SYDNEY UNIVERSITY

Megan Bromley

BACHELOR OF BUSINESS (HRM IR), 2004
HEAD OF EMPLOYEE SUCCESS,
CAMPAIGN MONITOR
MENTOR, STUDENT ENGAGEMENT
AND LEADERSHIP PROGRAM 2015

‘The one thing I got from speaking to the students is that they need access to someone who’s not part of the university – someone who has a different level of experience and is willing to share and take the time to listen to their stories. I think that is very powerful.’



What is not expected of a mentor?

- It is not the responsibility of a mentor to give a mentee a professional position however a mentor may or may not provide this opportunity
- A mentor will evoke, promote and assist to evoke and articulate discussions however they are not expected to solve all the mentees problems
- It is flattering for a mentor to be approached but it is expected that mentees show initiative to research and approach a suitable mentor

The first meeting of minds

If the mentoring relationship is not strictly e-mentoring, you may wish to make the first meeting, formal or informal.

Here are some topics that may help to get the ball rolling;

MENTORING

- How did you become involved in mentoring/being a mentee?
- What does mentoring mean to you?
- Have you ever been in a mentoring relationship before? What did you learn from that experience?

CAREERS

- What professional experience do you have?
- How do you best handle career or personal obstacles?
- What was the career path that led you to your current position?
- What was the driving force behind your career choice?
- How do you prefer to give/receive feedback?
- What parts of your job do you enjoy the most/least?
- What skills are you interested in developing?
- What skills do you find new professionals lack most?
- What are your short and long term career goals?

PERSONAL

- Who is your go-to person for advice?
- How do you handle criticism?
- How do you stay motivated?
- What books, professions or authors do you find to be most influential?
- Which do you read most often – magazines, e-books or professional development articles?
- What are your favourite weekend activities?
- What do you consider your greatest strengths and weaknesses?

“In order to be a mentor, and an effective one, one must care. You must care. You don’t have to know how many square miles are in Idaho, you don’t need to know what is the chemical makeup of chemistry, or of blood or water. Know what you know and care about the person, care about what you know and care about the person you’re sharing with.”

Maya Angelou



Domenico Corigliano

BACHELOR OF COMMERCE
(ECONOMICS AND FINANCE), 2000
DIRECTOR,
MORTGAGE LINK AUSTRALIA
MENTOR, 2016 LEAD CONFERENCE
WESTERN SYDNEY UNIVERSITY

What if?

I AM NOT HAPPY WITH MY MENTOR/MENTEE?

Don't worry. Not all relationships are successful. You can kindly explain to your mentor/mentee that you appreciate their time, but you would like to try another mentor/mentee.

MY MENTOR/MENTEE IS NOT RESPONDING TO MY COMMUNICATIONS?

These guidelines should be set at the beginning of the relationship, i.e. allow four working days for a reply to an email. If your mentor/mentee is not responding or engaging the way you would like you should refer to the GradLife e-mentoring resources tab for guides on how to manage your relationship before terminating the relationship.

I AM NOT A MENTOR/MENTEE, BUT I WOULD LIKE TO BUILD RELATIONSHIPS IN OTHER WAYS THROUGH THIS PROGRAM

This is very easy to do. The GradLife e-mentoring program is specifically created to inspire its users to connect with one another. You can private message, set up events, share documents and start conversations with groups of people that have a common interest so you will never be lacking good conversation.

MY MENTOR/MENTEE IS EXPECTING TOO MUCH FROM THE RELATIONSHIP

A mentor/mentee relationship is one that is personal to both parties. If you feel that the other member of your party is requiring more than you can offer, you can politely inform them or terminate the relationship. Please remember the mentoring plan should be set up and agreed upon by both parties before the commencement of mentoring relationship.

Remember...

It's all about clarity.

It must be established before the journey commences what each individual expects to gain from the relationship and the methods by which they wish to do this.

Mentoring is a two-way street. It's about both parties listening and learning from each another. It is important to set up a professional environment where mentees and mentors can speak freely while addressing any concerns/questions. It is the job of the mentee to be curious and inquisitive to gain the full benefits the relationship has to offer.

Finally, **enjoy**. Mentoring relationships are very educational and a privilege for both parties.

**“Tell me and I’ll forget.
Show me and I may remember.
Involve me and I learn.”**

Benjamin Franklin





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