



LEADING THE WAY

MENTORING BOOKLET



OHA
OLD HALEIANS' ASSOCIATION

WELCOME

Congratulations, and welcome to the OHA 'Leading the Way' Mentoring Program!

This handbook gives you some tips, resources and information you may find helpful during your time as a mentor or mentee. The program is intended to promote and develop Old Boys by assisting them to reach their full potential in their chosen career and within the community.

INTRODUCTION

The OHA 'Leading the Way' mentoring program is a structured career mentoring program, partnering experienced Old Boys with young Old Boys who are undergoing tertiary study or industry training or have just commenced employment in their chosen career or trade.



PROGRAM DETAILS



Cost

The program is voluntary and free of charge. There is no payment for participation.



Mentors

The program is open to all Old Boys who have at least 5 years workplace experience. Experienced industry professionals are encouraged to participate.

While some mentors may be career or life counsellors, most will be experienced trade, industry and professional workplace participants who have an interest in the career development of Old Boys and who are willing to volunteer their time to offer career advice and support. They are happy to share their knowledge, skills and perspective to help their fellow Old Boys with their career directions and goals. Participation is voluntary.

Mentors have the opportunity to:



- o enhance their professional development and personal skills in areas such as leadership and communication;
- o gain the satisfaction of sharing their insights and offering advice to a young colleague in, or soon to be in, their own industry or profession;
- o widen their own professional network; and
- o hear a fresh perspective from your mentee.

Although the program is designed to be flexible, mentors should be willing to provide encouragement and advice for around 1 hour per month for the 6 month period.

Mentors complete an online form to register. That submission is viewed and approved by the program Administrator.



Mentees

The program is open to all Old Boys who are studying at tertiary level or in a traineeship or apprenticeship or are in their first 5 years of practice in their industry or profession.



Online Directory

The program will be administered online through OHA Online.

<http://www.ohale.com/members/potentiality.phtml>



There is an online directory of mentors. The directory is only available to Old Boys.

The directory shows information relevant for choosing a mentor, including industry, speciality, gender and age. Identifying information such as name and contact details is not shown. The mentor can choose whether to publish a short biography on the directory.

Prospective mentees review the directory and choose a suitable mentor.

To contact a mentor, the mentee completes a simple online form rather than initiating direct contact.

An 'industry watch' facility is also available, which enables a mentee to choose 3 industries of particular interest and the mentee will then be notified if a mentor registers in any of those industries.



Participation

The program is designed to be mentee driven. Mentees take responsibility for setting up meetings.

Mentees are encouraged to play an active role in their own development by identifying their particular needs and asking for mentor assistance when needed. They choose how, when and where to participate and what they'd like to discuss. To ensure the program is as beneficial as possible, both are encouraged to meet regularly (ie monthly) face-to-face for around an hour and to discuss predefined issues. Additional communication may include phone, email or online communication if both agree.

Participants are welcome to continue with their mentoring relationship after the program ends if they both agree.



Support

The OHA offers support by providing a coordinator who organises the program structure, events and program evaluation and is available to help mentors and mentees with any questions or issues which may arise.



Feedback

At the end of the program the participants are encouraged to provide feedback.

Objectives

The program is structured to ensure that young and experienced Old Boys can enjoy a mutually beneficial mentoring relationship. It focuses on:

Confidentiality: all interaction is confidential, to ensure trust, honesty and openness. Both partners must agree to confidentiality and all communications are to be regarded as private.

Guidance: mentees have access to one on one advice and information to help them enhance their confidence, create goals and identify strategies to help them achieve those goals.

The partnership relationship between the mentor and mentee is based on mutual respect, encouragement, constructive feedback openness and a willingness to share.

Learning: mentees can develop the skills they need to manage their career. They can learn more about their chosen trade or career. They can receive advice, networking opportunities and career support.

Compatibility: mentees are supported by someone who has experience and knowledge in your practice area, understands what they're going through and is non-judgmental.



Objectivity: talk to someone who is within your industry or profession, but outside your immediate work environment.

Flexibility: the program has a structured but flexible format. The mentor and mentee can choose how, when and where to participate and what you'd like to discuss.

What is Mentoring?



Mentoring is a collaborative process that counsels, guides and assists a mentee in the acquisition and development of knowledge, skill and guidance from a trusted, respected and experienced mentor so that the mentee can achieve his professional goals.

The mentor is a guide to the mentee, offering support and encouragement and helping the mentee identify the best way to progress in his profession and deal with any issues which arise along the way.

In return, the mentor gains the satisfaction of being a trusted mentor and a valuable understanding of the perspective of, and challenges faced by, young people in the mentor's profession or trade.

It is important for mentor's to remember that different mentees require a different approach and different levels of support. Mentees bring to the process different learning and life experiences. An independent mentee may only need you to point them in the right direction, which a less confident mentee may need more comprehensive and practical guidance.



The Nature of the Mentoring Relationship

The mentoring relationship is a mutually beneficial relationship. It is not a one way process.

While the mentor generally facilitates the process he cannot force the mentee to listen or implement what he has learned.

Like all positive human relationships, each party to a mentoring relationship must have respect and understanding and show sensitivity to the other. However, in a professional mentoring relationship it is important that the mentor upholds all of the values and standards that are expected of a senior and respected member of his professional or trade.

A good mentoring relationship is evolutionary. As the mentee's knowledge and skills develop, the mentor can offer further and different guidance.

The Role of the Mentor

Mentors are Old Boys who have at least 5 years workplace experience.

While some mentors may be career or life counsellors, most will be experienced trade, industry and professional workplace participants who have an interest in the career development of Old Boys and who are willing to volunteer their time to offer career advice and support.

The role of the mentor will vary depending on the knowledge, skills and personality of both parties to the mentoring relationship.

The Role of the Mentee

Mentees are Old Boys who are studying at tertiary level or in a traineeship or apprenticeship or are in their first 5 years of practice in their industry or profession.

They seek guidance and knowledge from someone who has had the benefit of years of experience and training in their trade or profession. Under the mentor's guidance, the mentee can develop the professional and ethical skills, knowledge and experience they need to achieve their professional goals.

- commitment to the mentoring process, including the rules of that process
- be tolerant and respectful of differing beliefs, religions, value systems and lifestyles
- show flexibility and a willingness to adapt to the mentee's individuality
- to make himself available for regular meetings
- ensure that meetings are focussed and productive
- share professional contacts and networks and help the mentee identify further opportunities for career development and progression
- review and assessment of the progress of the mentoring relationship, making appropriate adjustments when needed

Responsibilities

A mentee has the following responsibilities:

- show courtesy and respect towards the mentor
- be professional in what you say and do
- commitment to the mentoring process, including the rules of that process
- facilitate regular (at least monthly) meetings or other contact with the mentor
- dedication to his professional development
- a willingness to self-assess
- a willingness to accept both positive feedback and constructive criticism
- a willingness and the initiative to implement what he learns from the mentoring process
- review and assessment of the progress of the mentoring relationship, making appropriate adjustments when needed

A mentor has the following responsibilities:

- assess and identify the mentee's needs
- offer guidance and support to the mentee
- give well informed advice
- show courtesy and respect towards the mentee
- be professional in what you say and do

Some Hints for Mentors

- think about what you wished you knew at that stage in your career
- invest the necessary time and energy
- listen and question. Encourage participation
- show sensitivity and respect towards the mentee
- be open and honest
- encourage the mentee to make an honest analysis of his capabilities and what he needs to do to progress his development. Encourage goal setting within realistic timeframes
- guide, don't assess, the mentee.
- don't 'spoon feed' the mentee or tell him what to do. Guide him and encourage him to be self-directive
- don't be judgmental – be positive and constructive in your feedback
- expose the mentee to new ideas, perspectives, and standards
- be flexible. All mentees are different. Some require more structure in the early stages of mentoring than others
- decide how available you want to be and what modes of communication best suit you, so you can discuss those options with your mentee
- give the mentee enough prior notice of each meeting, so he has time to consider what he'd like to discuss
- schedule a time for an uninterrupted meeting
- hold meetings in a quiet, and comfortable setting

- **don't expect to know all the answers!**

Boundaries

A mentor is not a teacher, counsellor or social worker. The boundary between professional mentoring and counselling for personal issues is important and needs to be maintained.

Personal issues may arise in the mentoring relationship. If a mentee's problems make you feel uncomfortable, that's a good sign that you may need to encourage the mentee to seek counselling rather than mentoring

A mentor should not be dealing with:

- highly charged emotional issues
- domestic issues
- substance abuse problems
- mental health issues
- anger management

Privacy & Confidentiality

Confidentiality is a critical part of the mentoring process. It is crucial in conveying trust and maintaining the credibility of the mentor and the mentee.

Neither the mentor nor the mentee should disclose confidential information given by the other, without that person's knowledge and permission.

Support

All participants in the mentoring program are supported by the OHA Mentoring Sub-committee.

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Please do not hesitate to contact the OHA Office on +61 8 9347 0169 or by email oldhale@hale.wa.edu.au should any issues or questions arise.