



information kit
midyear program
2011

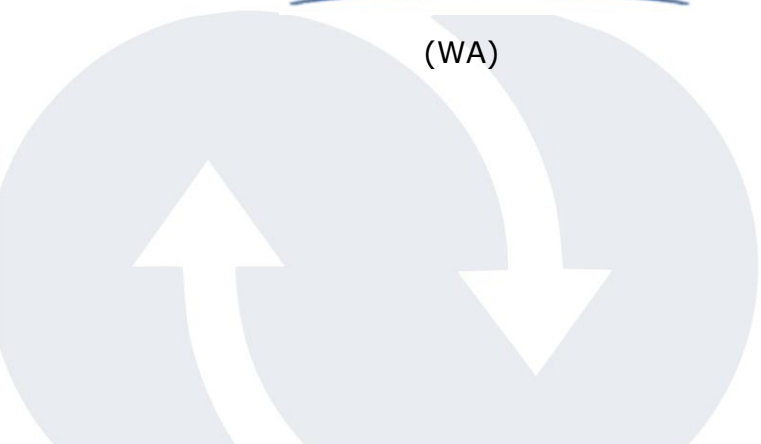
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AHRI Mentoring Program

• Purpose of the AHRI Mentoring Program

The purpose of the AHRI Mentoring Program is to facilitate mentoring relationships so that experienced mentors can share advice, knowledge and experiences with mentees resulting in a mutually beneficial professional development relationship.

The program enables links to be established between experienced HR professionals from within the AHRI membership and members who are seeking opportunities for career and professional development. The AHRI Mentoring Program aims to match mentors and mentees with similar HR fields of interest and/or similar HR roles to maximise the benefits of the program.

This program is not designed to assist mentees with employment opportunities; it is a program to aid the mentee in their professional development. In the event a mentee is employed at their mentor's organisation, the pair will be reassigned.

• Definitions

Mentor – A mentor is an experienced HR professional from within the AHRI membership who has several years of industry experience, who feels they could assist in the growth of a less experienced HR professional. A mentor is a person who shares knowledge, offers advice, shares experiences and provides support to assist in the career development and professional growth of a mentee.

Mentee – A mentee is a member of the AHRI membership who may be a recent entrant to the HR profession or a member wanting to move into a more substantial or different HR role. A mentee must be willing to listen, learn and challenge their ideas in order to get the most out of the mentoring relationship.

• Benefits of the AHRI Mentoring Program

The benefits of the AHRI Mentoring Program to the mentor and mentee are as follows:

Benefits to the mentor –

- Further developing mentoring skills including; providing feedback, communication and interpersonal skills
- Gaining a sense of personal and professional satisfaction
- Contributing back to the profession
- Contributing to AHRI
- Mentoring hours qualify as a part of CPD hours
- Staying in touch with emerging issues relevant to less experienced HR professionals

Benefits to the mentee –

- Excellent networking opportunities
- Developing new skills – i.e. Problem solving
- Gaining a role model
- Identifying professional growth and development areas
- Develops communication skills
- Drives the mentee to set goals and work towards them
- Mentee can set goals and processes to achieve them
- Mentoring hours qualify as a part of CPD hours

- **How does the AHRI Mentoring Program Work?**

The AHRI Mentoring Program typically runs over a 9-10 month period. Applicants are required to complete the application form and then AHRI and the state mentoring committees work to pair mentors and mentees.

The intake for the mid-year AHRI Mentoring Program will open on Tuesday 19th April 2011 and will close on Tuesday 17th May 2011.

The program does not accept late applications.

An orientation will be conducted in most states shortly after mentors and mentees have been paired to signify the beginning of the program. The session provides an overview of the structure of the program, mentor and mentee roles and responsibilities and allows for networking opportunities. The session also gives the mentoring pairs the chance to meet face to face and make arrangements for further meetings. The frequency of these meetings is for the pair to decide and manage depending on what is suitable for them.

Mentors and mentees will be responsible for continuing contact with each other. The format of these meetings will be negotiated between the pair and may include e-mail, Skype, phone or face to face meetings.

A meeting will be held in November in most states that acts as a 'check in' and as a networking opportunity to share ideas and provide feedback regarding the program. In addition ongoing feedback will be sought by AHRI regularly throughout the program.

Finally, in March there will be another event to signify the conclusion of the mentoring program, held in most states. Once again the main idea is to share experiences and give feedback about the program so improvements can be made.

For participants who apply for the program after registrations are closed will be place on an Expression of Interest list for the following year's program.

Please note that for the mid-year Intake, mentees and mentors may be matched from different states. If you are assigned a mentor or mentee from a different state, you are responsible for organising a virtual orientation, at a time that is suitable for both of you. The format of these meetings will be negotiated between the pair and may include phone, email or/and Skype. You can welcome to attend an event at your nearest location, as you would have the opportunity to network with other mentees/mentors, provide feedback about the program and share experiences.

- **AHRI Mentoring Program Selection Guidelines**

Mentor Selection Guidelines –

The selection of mentors for the AHRI Mentoring Program will be based on the following guidelines:

Required –

- The candidate should be an AHRI member.
- The candidate should nominate themselves to participate in the program by completing the AHRI Mentoring Program Mentor EOI form.
- The candidate should successfully complete the telephone interview, following the application form (if candidate is new to the program).
- The candidate should demonstrate an understanding that the mentoring program will require time commitments and be happy to give up some of their time to participate in

the program and communicate with their mentee (communicated in telephone interview prior to selection).

- The candidate should understand that typically the program will run for 9-10 months and this is how long they will be required to be in the relationship with the mentee for.
- The candidate should understand that all meetings are confidential and that it is necessary to keep information sourced from meetings confidential.
- The candidate should understand that once they have made the commitment to participate in the AHRI Mentoring Program that if for any reason they cannot see the program through to its conclusion that they need to notify AHRI Head Office and their mentee as soon as possible and complete a formal withdrawal process.
- The candidate should understand that the relationship they build with their mentee will no longer be formally recognised by AHRI after the program has concluded – it can continue informally depending on individuals. The candidate has the option of participating in the program again, but being paired with a different mentee.

Preferred –

- The candidate should be currently working in and had some experience in HR or a related field.
- The candidate should be geographically located close to their mentee (where possible – resources permitting)
- The candidate should agree to meet (by phone, e-mail, Skype or face to face) with their mentee quarterly (min).

Mentee Selection Guidelines –

The selection of mentees for the AHRI Mentoring Program will be based on the following guidelines:

Required –

- The candidate **MUST** be an AHRI member.
- The candidate should nominate themselves to participate in the program by completing the AHRI Mentoring Program Mentee EOI form.
- The candidate should understand that typically the program will run for 9-10 months and this is how long they will be required to be in the relationship with the mentor for.
- The candidate should understand that all meetings are confidential and that it is necessary to keep information sourced from meetings confidential.
- The candidate should understand that once they have made the commitment to participate in the AHRI Mentoring Program that if for any reason they cannot see the program through to its conclusion that they need to notify AHRI Head Office and their mentor as soon as possible and complete a formal withdrawal process.
- The candidate should understand that the relationship they build with their mentor will no longer be formally recognised by AHRI after the program has concluded – it can continue informally depending on individuals. The candidate has the option of participating in the program again, but being paired with a different mentor.

Preferred –

- The candidate should be currently working in HR or a related field.
- The candidate should be geographically located close to their mentor (where possible – resources permitting)
- The candidate should agree to meet (by phone, e-mail or face to face) with their mentor quarterly (min).

• Role of the Mentee in the AHRI Mentoring Program

- Take responsibility for your development and be proactive about initiating contact with your mentor
- Use a variety of methods to initiate contact - telephone, Skype, e-mail, face to face

- Ensure confidentiality is maintained
- Be willing to listen and learn
- Ask for feedback and give feedback when required
- Plan the meeting ahead, create a list of things you would like to discuss that you feel will be relevant to your development
- Be honest and clear with your mentor about what you would like to learn and achieve – ensure you both have an understanding of your goals

Please Note: Be aware that mentors may have many pressures on their time, be understanding and catch up when it is convenient for both of you.

- **Role of the Mentor in the AHRI Mentoring Program**

- Catch up once a month with your mentee
- Ensure confidentiality is maintained
- Be willing to listen and communicate with your mentee
- Provide guidance to your mentee, offer relevant advice and give feedback when required
- Try and plan the meeting ahead, have some initial questions prepared to ask your mentee or some relevant experiences to share which may help the mentee in situations they might face in their professional life
- Take an interest in your mentee and assist them to achieve the goals they have set for the mentoring program
- If appropriate introduce your mentee to professional networks and explore career development opportunities
- Know your own professional boundaries and areas of expertise/knowledge and refer the mentee to other specialists for advice as required

- **Code of Conduct for the AHRI Mentoring Program**

In applying for and entering into the AHRI Mentoring Program it is understood that the code of conduct is to be adhered to at all times:

- The Mentoring Program requires commitment from both parties to make it work. The candidate should understand that the mentoring program will require time commitments and be happy to give up some of their time to participate in the program and communicate with their mentee/mentor.
- It is expected that mentors/mentees will complete the expression of interest form honestly, in order for the matching of mentors/mentees to be as suitable as possible.
- It is expected that mentors/mentees are aware that once the mentoring program has ceased, they are no longer a recognised mentor/mentee combination in the program
- It is expected that all mentors and mentees will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment that will support honesty, fairness and respect
- It is expected that if the mentoring relationship is not working for any reason, that AHRI will be notified immediately to ensure that the matter is addressed and if necessary a new mentor/mentee is allocated
- The candidate should understand that once they have made the commitment to participate in the AHRI Mentoring Program that if for any reason they cannot see the program through to its conclusion, they need to notify AHRI Head Office and their mentee/mentor as soon as possible. Participants wishing to withdraw from the program are required to complete a formal withdrawal process.
- It is expected that within the mentoring relationship there will be no bullying, abuse or misconduct on the part of the mentor or mentee and that failure to abide by this may result in termination from the program and further action if necessary
- It is important that the mentor/mentee relationship is professional one and that meeting face to face is arranged at appropriate places, i.e. café, work, library.

- It is expected the mentor/mentee, in becoming a part of the Mentoring Program, will provide some time to share ideas, knowledge and experiences with their partner in the mentoring relationship
- It is expected that confidentiality and privacy of the mentor/mentee will be strictly adhered to and that failure to do so may result in termination from the program and further action if necessary

Outline of the AHRI Mentoring Program – Midyear intake

19 th April 2011 – 17 th May 2011	<ul style="list-style-type: none"> • Application forms to be completed by potential mentors/mentees on the AHRI Website. • Intake for the 2011 AHRI Mentoring Program closes on Tuesday 17th May.
17 th May 2011 - 30 th June, 2011	<ul style="list-style-type: none"> • Matching will occur and mentors/mentees will be notified by email of the match. • AHRI will notify successful and unsuccessful applicants of the status of their application and confirm participation in the program. • AHRI will send out Orientation Event Information. You will be invited to attend your nearest Orientation Event
July, 2011	<ul style="list-style-type: none"> • Orientation functions will be held in most states in July • Regular Mentoring Program newsletters will be sent to participants bimonthly.
November, 2011	<ul style="list-style-type: none"> • An informal function will be held in November in most states as a 'check in' and networking tool.
March, 2012	<ul style="list-style-type: none"> • In mid to late March a formal debrief will be conducted to signify the conclusion of the mentoring program • An evaluation sheet will be sent to all participants to complete to check the progress and gain feedback on the Mentoring Program, this data will be collated into a report and distributed to participants regarding the overall success of the mentoring program

• What is the Cost?

The cost of the program is a \$110 (inc GST) administrative fee for mentees only. Must be paid on application.

This fee covers the administration and matching process of the program. Should a mentee have cause to withdraw from the program prior to the Orientation event, (July) they will receive a refund of the \$110.

If the mentee has cause to withdraw after the Orientation event is held their state and before August 30th will receive a \$55 refund. Intention to withdraw from the program must be received in writing to AHRI National Office.

- **How do I get involved?**

To become involved in the AHRI Mentoring Program visit the website www.ahri.com.au/mentoring and send an expression of interest to:

Ashlee Langer (mentoring@ahri.com.au)
AHRI Mentoring Program
Level 10
601 Bourke Street
Melbourne, Victoria 3000
Australia
Phone – 03 9918 9253
Fax – 03 9918 9201

You will be contacted with further information regarding the program and your application as per the outline of the mentoring program described above.

- **FAQ's**

Q. Do I need to be a member of AHRI to participate in the Mentoring Program?

A. Yes the AHRI Mentoring Program is designed to be for current AHRI members.

Q. What if I am not suited to my mentor/mentee?

A. In the unlikely event that mentors/mentees feel they are not suited, please contact Ashlee Langer mentoring@ahri.com.au who will discuss the situation with the state mentoring committee and arrangements will be made. These situations will be dealt with on a case by case basis and outcomes may vary depending on the specific situation.

Q. What can I do if my mentor/mentee doesn't return my e-mails and doesn't have time to meet?

A. It is important to realise that mentors/mentees may have many pressures on their time and to be patient. If this is a reoccurring problem please contact Ashlee Langer mentoring@ahri.com.au who will discuss the situation with the state mentoring committee and arrangements will be made. These situations will be dealt with on a case by case basis and outcomes may vary depending on the specific situation.

Q. Are all applicants likely to be able to participate in the mentoring program?

A. Generally, there are more mentees who wish to participate in the program than mentors. While every effort will be made to involve all applicants in the mentoring program, this is not always achievable. In some instances mentors are happy to take on more than one mentee and this may be an option. However, participation in the mentoring program cannot be guaranteed.

Q. How often should I meet with my mentor/mentee?

A. It is anticipated that in order to get the most from the relationship that mentors and mentees should make contact at least monthly. However, many pairs meet more regularly, and timing of meetings may change during the relationship as the needs of the mentee change. There are a number of ways meetings might occur, via e-mail phone or face to face.

Q. What do we talk about?

A. It is a good idea to plan meetings ahead and set goals for each meeting. The mentee can develop a list of questions they would like advice or feedback on and the mentor could develop a list of experiences they wish to share which may help the mentee. It is important to keep the discussions about work related issues that will assist in the professional development of the mentee and mentor.

Q. *How can I get in touch with the mentoring contact in my state?*

A. If you require contacting the mentoring contact in your state it would be best to contact Ashlee Langer at mentoring@ahri.com.au who will forward you the contact details or approach the state contact on your behalf.

Q. *Can the mentoring relationship continue after the AHRI Mentoring Program is completed?*

A. The mentoring relationship can be continued *informally* once the mentoring program is completed. However, the relationship will not be acknowledged by AHRI. Both mentor and mentee are welcome to apply for the program the following year however they will be assigned to different partners. Mentees are also encouraged to become mentors after they have completed the program, if they feel they want to.

Q. *Can I be a mentor and a mentee?*

A. Most definitely. In fact, individuals are strongly encouraged to consider being a mentor and a mentee. Particularly in the case of very new professionals, someone with less experience who can relate well to being new to the profession is just what they need. Just because you only have a few years experience doesn't mean you have nothing to offer. At the very least, after having been a mentee for a year, consider becoming a mentor.

Q. *Can mentors have more than one mentee?*

A. Mentors can enter into the mentoring relationship with more than one mentee. This decision is entirely left to the mentor. As long as they feel they will have the time to give to their mentees and the mentoring relationship is equal and of benefit to all involved then there is no problem.

- **Need further information?**

For further information regarding the AHRI Mentoring Program please contact:

Ashlee Langer
Development and Research Coordinator
AHRI Head Office
Phone: (03) 9918 9253
Email: mentoring@ahri.com.au

Or visit the website – www.ahri.com.au/mentoring

- **Acknowledgments**

Our acknowledgments go to the committees who look after the current state mentoring programs. This document has incorporated and developed some of their ideas and processes in putting together the AHRI Mentoring Program.

