

## **INFORMATION KIT 2018**

**Intake 1 (April 2018- October 2018)**

**Intake 2 (October 2018-April 2019)**



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## PURPOSE OF THE 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. Mentors and mentees may be matched across States/Territories in order to ensure the best match.

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 a member of the AHRI membership who is an experienced HR professional with at least 4 years of HR industry experience and 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, an HR Student or a member wanting to move into a new HR role or more substantial (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 participating in the AHRI Mentoring Program are as follows:

Benefits to the mentor –

- Further development of 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 develop processes to achieve them
- Mentoring hours qualify as a part of CPD hours

## HOW DOES THE AHRI MENTORING PROGRAM WORK?

The AHRI mentoring program is open to members of AHRI only. For membership enquiries please email [members@ahri.com.au](mailto:members@ahri.com.au).

People interested in the program need to complete an online application. An application fee applies for Mentees only (not HR Student mentees) and is payable at the time of applying. If AHRI is unsuccessful in matching you, you will be offered a full refund or rollover into the next intake if suitable.

There are two intakes for the Mentoring Program each year:

**Intake 1 commences in April.** Applications open in Nov/Dec and close end of February.

**Intake 2 commences in October.** Applications open in May/June and close end of August.

Some key links for mentoring participants include:

[Mentoring Home page](#) – details re program, online applications, mentoring media links

[Mentoring Events](#) – details of state networking events, webinars plus more

[Mentoring Intake & Program updates](#) – updates specific to your intake

### Outline of the AHRI Mentoring Program – Intake 1

<i>Nov/Dec 2016</i>	<ul style="list-style-type: none"> <li>• Applications open</li> </ul>
<i>29 Feb</i>	<ul style="list-style-type: none"> <li>• Applications close</li> </ul>
<i>March 2017</i>	<ul style="list-style-type: none"> <li>• Matching takes place – is conducted by AHRI and or nominee with the State/Territory Mentoring Committee members.</li> <li>• Registered participants will receive an official welcome via email which will include details of upcoming events, orientation information and further program details (does not include Match information)</li> <li>• Mentoring Orientation Webinar invites issued (via email)</li> </ul>
<i>April</i>	<ul style="list-style-type: none"> <li>• Mentoring participants notified of Match details (if successful) between 1 – 7 April via email</li> <li>• Unsuccessful participants will be notified of next steps and options via email</li> <li>• The program officially commences 1 April and finishes at the end of April the following year (HR Student Program participants finish October)</li> <li>• Networking event invitations issued (via email)</li> <li>• Orientation webinar held mid April</li> <li>• Welcome eNews mentoring newsletter</li> <li>• 2<sup>nd</sup> round matching takes place</li> </ul>
<i>May</i>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> round matches notified of Match details 1 – 7 May via email</li> </ul>
<i>May/June</i>	<ul style="list-style-type: none"> <li>• Networking events held in each state capital (except NT)</li> </ul>
<i>July</i>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> edition eNews mentoring newsletter</li> </ul>
<i>Sep/Oct</i>	<ul style="list-style-type: none"> <li>• mid-program feedback survey (anonymous)</li> <li>• 3<sup>rd</sup> edition eNews mentoring newsletter</li> </ul>

<i>Oct/Nov</i>	<ul style="list-style-type: none"> <li>• Networking events held in each state capital (except NT)</li> </ul>
<i>January</i>	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> edition eNews mentoring newsletter</li> </ul>
<i>April</i>	<ul style="list-style-type: none"> <li>• Final edition eNews mentoring newsletter</li> <li>• Program concludes 30 April</li> <li>• End of Program evaluation survey (anonymous)</li> </ul>

## Outline of the AHRI Mentoring Program – Intake 2

<i>June</i>	<ul style="list-style-type: none"> <li>• Applications open</li> </ul>
<i>31 August</i>	<ul style="list-style-type: none"> <li>• Applications close</li> </ul>
<i>Sep 2017</i>	<ul style="list-style-type: none"> <li>• Matching takes place – is conducted by AHRI and the State/Territory Mentoring Committee members.</li> <li>• Registered participants will receive an official welcome via email which will include details of upcoming events, orientation information and further program details (does not include Match information)</li> <li>• Mentoring Orientation Webinar invites issued (via email)</li> </ul>
<i>October</i>	<ul style="list-style-type: none"> <li>• Mentoring participants notified of Match details (if successful) between 1 – 7 October (via email)</li> <li>• Unsuccessful participants will be notified of next steps and options via email</li> <li>• The program officially commences 1 October and finishes at the end of October the following year</li> <li>• Networking event invitations issued (via email)</li> <li>• Orientation webinar</li> <li>• Welcome eNews mentoring newsletter</li> <li>• 2<sup>nd</sup> round matching takes place</li> </ul>
<i>November</i>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> round matches notified of Match details 1 – 7 November via email</li> </ul>
<i>Oct/Nov</i>	<ul style="list-style-type: none"> <li>• Networking events held in each state capital (except NT)</li> </ul>
<i>January</i>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> edition eNews mentoring newsletter</li> </ul>
<i>Apr/May</i>	<ul style="list-style-type: none"> <li>• mid-program feedback survey (anonymous)</li> <li>• 3<sup>rd</sup> edition eNews mentoring newsletter</li> </ul>
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	<ul style="list-style-type: none"> <li>• 4<sup>th</sup> edition eNews mentoring newsletter</li> </ul>
<i>October</i>	<ul style="list-style-type: none"> <li>• Final edition eNews, mentoring newsletter</li> <li>• Program concludes</li> <li>• End of Program evaluation survey (anonymous)</li> </ul>

## Mentoring Program choices

The AHRI Mentoring Program has 3 programs to choose from:

- HR Professionals – mentees who have a minimum of 12 months HR experience
- New to HR – mentees who are recent HR Graduates, HR Professionals with less than 12 months experience and people wanting to transition from another role into an HR role
- HR Students – mentees who are currently in their 3rd or final year of HR studies with no previous HR experience can participate in the April intake ONLY (this is a free 6 month program – must be an AHRI Student member to be eligible).

The HR Professional and New to HR programs run for 6 months and have two intakes each year in April and October.

HR Students can participate in the April intake only. This is a 6 month program which will help HR students to transition from being a student into an HR role.

Mentors can choose which program/s they are happy to mentor their mentee/s in when they are completing their online application. They can have up to two mentees per intake.

If you are not sure which program is right for you please contact [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au) or 03 9918 9297 to discuss.

## Mentoring Program format

The Mentoring Program runs for 6 months.

Participants will be notified at the commencement of the program of their mentoring match and given details of next steps.

### Orientation Webinar

An orientation webinar will be conducted shortly after mentors and mentees have been paired to introduce participants to the program. The session helps provide an overview of the structure of the program, mentor and mentee roles and responsibilities. The program manager and a mentee and/or mentor from a past intake will be on hand to answer any questions you may have.

### Program Facilitation

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

AHRI will 'check in' mid-way throughout the program to see how the program is tracking. You will be emailed a mid-program feedback survey to complete and your responses will assist AHRI to improve the program. However you can contact AHRI at anytime if you have concerns regarding your mentoring relationship by emailing [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au)

### State networking events

Participants will also be invited to attend networking events held in each state capital (except NT) throughout the program. The aim of these events is for participants to share experiences, meet other HR professionals from the program, find out more about the mentoring program and can be used as yet another touch point with their mentoring partner.

### Quarterly newsletters

Quarterly Newsletters (eDM's) will be issued throughout your program and will keep you up to date on upcoming events, webinars, articles plus more.

## Time Commitment

Mentors can choose to have one or two mentees in each intake however they should consider carefully the time requirement involved in mentoring and ensure that they have adequate time to give to more than one mentee. When considering time requirements Mentors should consider time required for meetings plus additional contacts eg email & phone

Mentees, likewise need to ensure that they allow adequate time each month to commit to the program including time allocation for meetings and any preparation required to ensure that the program continues to move forward with their mentor.

### Minimum Time Commitment

The minimum time commitment that AHRI recommends is 1 hour per month per mentee. AHRI recommends that the mentoring pair set up their mentoring schedule and expectations at the commencement of the program during the first meeting/Skype session.

While times and dates may be put into calendars each participant needs to be flexible and considerate of their mentoring partners time and notify each other of any changes or cancellations as required. If cancellation of meetings is unavoidable the person requesting the cancellation should also be suggesting alternative dates & times to keep the program on track.

## Communication methods

Many mentoring pairs communicate on a more regular basis than the recommended minimum utilising email, phone, face-to-face, skype and other methods as they see fit. Participants should discuss the different types of communication they would like to use with their respective mentoring partner.

Typically the more time the pair put into the program the more successful the mentoring relationship.

## HOW TO APPLY

Applicants are required to complete an online application form which AHRI and the State/Territory mentoring committees will use to match mentors and mentees.

When completing your application be sure to include any information that you think is relevant to us finding you a good match. There is an additional information field which you can use to add in any specific mentoring requirements or requests. AHRI and the mentoring committees will use this additional detail to further refine your mentoring matches.

Online applications will take approximately 5 - 10 minutes to complete. You will need to know which areas of HR you are interested in being mentored in or which areas of HR you are happy to mentor someone in. You will also need to provide information about your current employment (if applicable) and contact information.

## PROGRAM COSTS

You must be an AHRI member to participate, whether you are a mentor or mentee. To ensure you are obtaining the most appropriate membership level, please take the time to read about the different member types we offer, or alternatively contact [members@ahri.com.au](mailto:members@ahri.com.au) to speak to a consultant.

Mentees (except HR Student Program mentees) will pay \$150 (inc GST) administrative fee and this must be paid on application. For HR Student Program mentees the program is free.



This fee paid by mentees covers the administration and matching process of the program. Should a mentee have cause to withdraw from the program they will firstly be offered a place in one of our next programs.

If the mentee no longer wishes to participate in the program and they withdraw within the first 3 months, they will receive a refund of the full amount. If the mentee has cause to withdraw after the first 3 months they will receive a 50% refund. Intention to withdraw from the program must be received in writing (via email) to AHRI at [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au).

Mentors - there is no cost for mentors to be part of the program.

Participants	Program eligibility	Mentee	Mentor
AHRI Members	<ul style="list-style-type: none"> <li>HR Professional</li> <li>New to HR</li> <li>HR Student*</li> </ul>	\$150.00	Free
Student Members (3 <sup>rd</sup> or final year students)	<ul style="list-style-type: none"> <li>HR Student</li> </ul>	Free	N/A

\*Mentors only

## AHRI MENTORING PROGRAM REQUIREMENT GUIDELINES

### Mentor Requirements Guidelines –

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

- **MUST** be an AHRI member
- Must be an experienced HR professional with at least 4 years HR experience. If you have less than 4 years experience but would like to be considered for the program contact the mentoring team to discuss.
- Must complete the online application form once registrations have opened (should you experience any difficulties with the online registration please email [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au) for further assistance)
- 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. The **minimum** recommended time commitment is one hour per month either face-to-face or via skype (or another suitable medium) with availability to be contacted in between these primary contact points via email, phone or skype as agreed
- Should understand that the program will run for 6 months and this is how long they will be required to be in the relationship with the mentee for.
- Should understand that all meetings are confidential and that it is necessary to keep information sourced from meetings confidential.
- 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 and their mentee as soon as possible and complete a formal withdrawal process.
- Should understand that the relationship they build with their mentee will no longer be formally recognised by AHRI after the program has concluded.
- Has the option of participating in the program again, but being paired with a different mentee.

### Mentee Requirements Guidelines –

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

- **MUST** be an AHRI member.
- Must be currently working in a HR related role, completed a HR qualification or looking to move into an HR role.
- Should complete the online application form once registrations have opened (should you experience any difficulties with the online registration please email [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au) for further assistance).
- Should understand that typically the program will run for 6 months and this is how long they will be required to be in the relationship with their mentor.

- Should understand that all meetings are confidential and that it is necessary to keep information sourced from meetings confidential.
- 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 and their mentor as soon as possible and complete a formal withdrawal process.
- Should understand that the relationship they build with their mentor will no longer be formally recognised by AHRI after the program has concluded.
- Has the option of participating in the program again, but being paired with a different mentor.

## ROLE OF THE MENTEE

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

- Schedule a meeting at least once a month with your mentee. Set these at your initial meeting (at least the first 4)
- 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 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 dedication 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 application form honestly, in order for the matching of mentors/mentees to be as successful 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 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 expected that the mentor/mentee, in becoming a part of the Mentoring Program, will provide 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

## FAQ's

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

A. Yes, to participate in the AHRI Mentoring Program you must be a current AHRI member. To enquire about membership contact [members@ahri.com.au](mailto:members@ahri.com.au)

**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 Anne Chelvarajah at [mentoring@ahri.com.au](mailto:mentoring@ahri.com.au) who will discuss the situation with the 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. We will also match mentors and mentees across states if necessary. However, participation in the mentoring program cannot be guaranteed.

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

A. It is anticipated that in order to benefit from the relationship mentors and mentees should connect for 1 hour/per month at least. Pairs may meet more regularly and this is encouraged. Times of meetings may change during the relationship as the needs of the mentor/mentee change. There are a number of ways meetings might occur - via e-mail, phone, Skype or face to face.

**Q. What will 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. 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 different partners. Mentees are also encouraged to become mentors after they have completed the program, if they feel they have the expertise.

**Q. Can I be a mentor and a mentee at the same time?**

A. Most definitely. In fact, individuals are strongly encouraged to consider being a mentor and a mentee. When considering this as an option you need to consider the time requirements as both a mentee and mentor. You need to allow (as a minimum) 1 hour per month for each relationship across the 6 months eg 6 hours per relationship (6 hours in total to be a mentor and mentee) and this is the bare minimum that AHRI recommends.

**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 up to the mentor. As long as they feel they will have the time to give to all mentees and that the mentoring relationship is equal and of benefit to all involved, then this is encouraged.

**Q. Can I receive CPD points for the Mentoring Program?**

A. You can receive 1 CPD point for every hour spent in mentoring meetings and any research that a mentor/mentee has to do to prepare for meetings with their mentor/mentee. It is the responsibility of the mentor/mentee to add the CPD accumulated to their record. AHRI would recommend keeping a diary of this CPD. You will also receive 1 CPD point for every hour spent attending networking events, this will automatically be logged by AHRI Staff.

## CONTACT AHRI

### Need more information?

For further details regarding the program visit the [mentoring home page](#) or contact mentoring on 03 9918 9297 or 03 9918 9200.

Contact details

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AHRI Mentoring Program  
Level 13  
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Melbourne, Victoria 3000  
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## **Acknowledgments**

### AHRI Mentoring State Committee members

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.