



MENTORING PROGRAM

MENTOR GUIDELINES

Mentoring relationships support professional and personal growth of mentees through the development of new skills, finding new approaches to old problems, identifying areas for professional growth and accessing a wider professional network. These strategies are provided through the guidance or sponsorship offered by a mentor. Mentors are chosen and matched with mentees based upon their relevant skills, knowledge, experience, or influence. Through the mentor-mentee relationship, the mentor may assist the mentees in developing future career goals and defining a framework to assist the mentee in reaching those goals. Mentoring can be beneficial in skill development, career and goal planning, developing successful networks, confidence building, developing managerial/leadership capabilities, and understanding organisational structures.

Through the CBNS led mentoring program a formal mentoring arrangement is initiated. It is expected that the mentor-mentee relationship may last through the progression of the mentees current postdoctoral research project. Through the development and progression of the mentorship, the interaction may be focused on a particular challenge or concern, or on broad career questions. The agenda is led by the mentee - the mentor is there to facilitate, not influence decisions.

BENEFITS TO THE MENTOR? THINGS TO CONSIDER:

Drives self-awareness	Increases job and personal satisfaction	Expands professional networks
Improves leadership skills	Increases awareness of available talent	Enhances the mentor's portfolio of evidence when seeking promotion
Increases visibility throughout the organisation	Focuses on effective behaviours	Develops communication style

WHAT IS YOUR COMMITMENT AS A CBNS MENTOR?

1. The relationship is formally established for a defined period in order to meet specific pre-organised objectives.
 - In the first instance a relationship will be entered into for a six-month trial period, after which you should both meet to discuss the continuation of the relationship (see point 8).
2. The mentee will initiate the initial meeting and they will approach you with their specific needs
3. In the first meeting the mentee will discuss how they want the mentorship to work for them.

Things to consider:

- When, where, how often, and how long will you meet?
 - How formal/informal and how flexible would you and your mentee like the relationship to be?
 - What are your objectives for the mentoring relationship?
 - What are the expectations and roles of the mentor and mentee?
 - What kind of issues, tasks or projects would you be willing to work on with your mentee?
4. In addition to meeting and talking with your mentee, there are several types of activities that the mentee may flag to you as valuable. Things they may consider valuable are:
 - Observing you in action
 - Shadowing by your mentee to see what you do on a typical day
 - Reviewing their work
 - Observing the mentee in action and providing feedback, and/or
 - Working on a joint project or task together
 5. Along with the mentee develop a strategy for when meetings have to be cancelled or rescheduled.
 6. Together develop your confidentiality requirements. Discuss if recordings of the sessions can be made or if they are necessary.
 7. It is often helpful to have *something* in writing that both parties have developed. Decide if this is necessary. Written agreements should remain fluid and can be amended by mutual consent anytime.
 8. At the end of six-months a meeting should be held to establish if the relationship will be ongoing. It is important in this meeting to be transparent and direct.
 - If one or both parties decide to end the relationship, it is important to disengage with respect.
 - Arrange an exit interview with the CBNS team to determine why the mentorship did not work for either party. Discuss if a different mentorship would work more in your favour.

With your guidance, allow the mentee to set goals and help them to work towards these goals. It is not your responsibility to fix problems, fight battles, to dictate ideas or provide judgement. For a mentorship to be successful you as the mentor should be open, interested, able to make time, and willing to give constructive feedback. A successful mentor empowers, identifies skills gaps and guides the mentee to solutions, gives structure and direction, and acts a sounding board.