



MENTORING PROGRAM

MENTEE 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 your 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 yours as the mentee - the mentor is there to facilitate, not influence, your decisions.

WILL A MENTORING RELATIONSHIP BE BENEFICIAL? THINGS TO CONSIDER:

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| Understanding promotion criteria | Chairing meetings | Writing grant applications |
| Organisational structures | Communication skills | Teaching skills |
| Management and leadership | Balancing work commitments | Policy analysis and development |
| Conflict resolution | Career planning/development | Time management |
| Financial management skills | Resume/interviewing skills | Work-life balance |
| Strategies on committees | Research skills | Developing networks |

WHAT SHOULD YOU DO ONCE YOU HAVE BEEN MATCHED TO A MENTOR?

1. Make contact with them and establish an initial meeting.
2. 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).
3. Go into this meeting with your initial plan for how you want the mentorship to work for you, discuss these things with your mentor at the first meeting. Things to consider:
 - When, where, how often, and how long will you meet with your mentor?
 - How formal/informal and how flexible would you and your mentor 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 like to work on with your mentor?
4. Consider what types of activities you would find valuable, in addition to meeting and talking with your mentor? For example:
 - Observing your mentor in action
 - Shadowing your mentor to see what he/she does on a typical day
 - Asking your mentor to review your work
 - Asking your mentor to observe you in action and provide feedback, and/or
 - Working on a joint project or task together
5. Have a strategy in place for when meetings have to be cancelled or rescheduled?
6. 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.

For a mentorship to be successful you as the mentee should be proactive, interested in developing your career and be responsible for your own development. You need to be open to feedback and willing to rise to new challenges. Remain positive. Set goals and have the capacity to work towards them. Be committed. Remember that mentors are giving up their own time on a voluntary basis, so be respectful of their time. It is important to give feedback to your mentor so that they know what works and what doesn't.