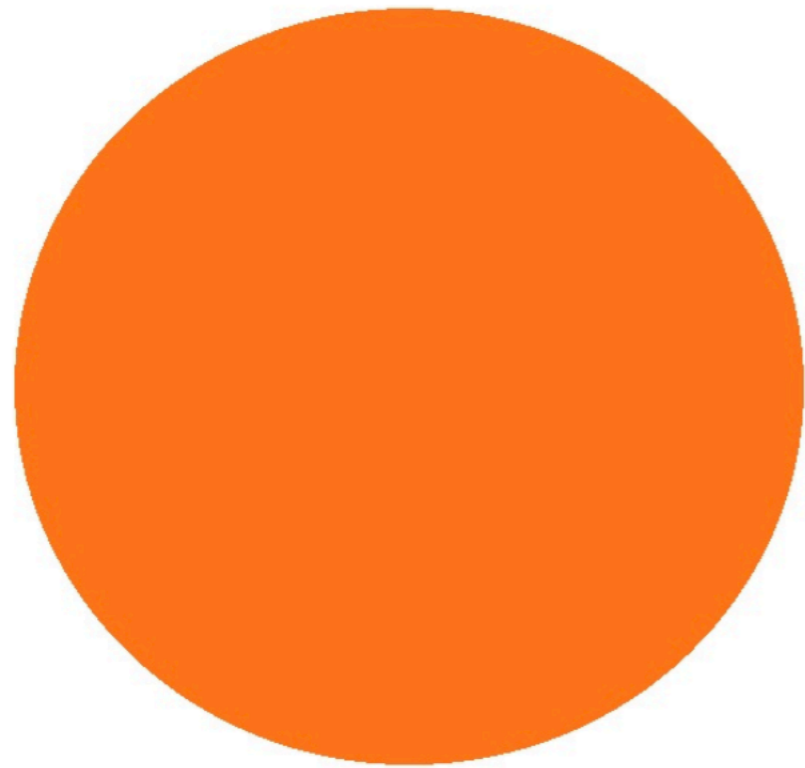


# Mentoring workshop

July 31, 2019

# Grab a sticker



Looking for a  
mentor



Looking for a  
mentee

# Today

- 3 parts
  - MQ & mentoring
  - Some aspects of how mentoring can work
  - Chance to match mentors with mentees

# MQ & mentoring

- Academics - mentoring (being a mentor & being mentored) part of academic promotion
- HDR Mentors
- Professional staff - formal arrangements?
- Few formal processes, mostly left up to individuals

# Types

- One - on - One
- Group - multiple mentees & one mentor
- Peer mentors - small group of colleagues

# How to get started

- Mentee proactive - approach potential mentor
- Mentor - has desired experience, same or different Department
- Supervisor -tricky to conflate mentoring with supervision
- Cross HDR/Academic/Professional boundaries

# Getting the most out of it - mentees

- Proactive about developing skills & guidance
- Come prepared
- Tailor questions/scenarios to mentor's expertise
- Critical thinking and reflection
- Complete agreed tasks on time
- Organise meetings and agenda
- Maintain confidentiality

# Getting the most out of it - mentors

- Listen to mentees plans and decisions
- Provide info, guidance & constructive comments - don't go off tangent
- Use your network
- Be available for meetings - request meeting structure
- Complete tasks on time
- Maintain confidentiality



# Setting expectations

- Use first meeting/s to set mutual expectations
  - What is the goal for mentoring relationship
  - What is the timeframe (can't be indefinitely)
  - Frequency of meetings
  - Who is responsible for what
  - What the broad topics/area of discussion will be
  - How this will work
  - This can be formalised in an agreement

# Mentoring Agreement

## From Spectrum Mentoring

We are voluntarily entering into a mutually beneficial mentoring relationship. It is intended that this relationship will be a rewarding experience. Our time together will be defined by a specific task initiated by the mentee. The mentor will advise and/or assist with the process of completing this specific task. Features of our mentoring relationship will include:

Duration of the mentoring relationship:

Frequency of meetings:

Maximum length of each meeting:

Mentoring activities:

Mentee's responsibilities:

Mentor's responsibilities:

Confidentiality agreement\*\*:

We have discussed these principles to establish the boundaries of our mentoring relationship and the no-fault, no-blame procedure should this relationship need to end.

Mentor:

Mentee:

Date:

Date:

# No fault - no blame procedure

- If differences between mentor & mentee cannot be resolved
- Or there are other incompatibilities
- Even after open & honest discussion
- Mentor & mentee need to formally terminate relationship
- No fault - no blame

# Constructive feedback

- The Sandwich method



← positive comment

← constructive  
comment

← positive comment

# Rookie mistakes

- Mentor
  - Going off tangent with suggestions
  - Frustrated if mentee does not take on suggestions
  - No actions
- Mentee
  - Lack of focus
  - Use meeting to complain about situation
  - No actions

# Bianca Havas

Director at Serendis Leadership

- Establish some structure
- Support your mentee to drive the agenda and develop a plan for success
- Ask questions – it is often more powerful than giving answers
- Provide different perspectives and challenge the behaviour, not the person
- Set actions - this is more than a coffee catch up
- Introduce some regular check-ins and reflections around your mentee's key take-aways

What worked for you?

# Chat with people with stickers

- Find out who they are
- What do they want to achieve from mentorship?
- Are you a potential match?
- You can also email people later