

### Welcome to the Program

### About this program (insert information about your program)

The program is conducted over **(insert length of program**), commencing when you are paired with a Mentee. During that time you will:

* Attend webinar training
* Be supported with materials
* Attend a webinar halfway through the program to share your experiences with other participants and have access to an online forum with them and the program organisers **(if applicable)**
* “Meet” with your mentee by whatever communication means you mutually choose – in person, telephone, Skype or other online, email, text.
* Be asked to give us feedback so we can ensure we are supporting your needs and so we can fine-tune the program for subsequent groups
* Gain insight into the perspective of someone working in a different part of the industry from you.

Your participation is:

* Voluntary – you and your mentee can end your relationship at any time
* A two-way process – you will share your skills, knowledge and experience with your mentee to enable her to explore her professional and personal situation, and you will work together to achieve goals you agree with your mentee.

### Program Administrators (who is in charge of the program)

Insert who is responsible for administering the program here

### Using the Program Online Platform

If applicable

### Program Communications

List what communications will be sent to participants eg tips/hints, surveys etc

### Program Materials

All the materials you need are available (insert where participants can access their documents)

### Mentoring Stages

There are four stages in **XX**-month program (change weeks as required. Based on 9 month program)

**Stage 1: Getting Ready for Mentoring (2-4 weeks)**

In the few weeks after you are matched with your partner, you will receive webinar training to help you get prepared for your role as mentor. Use the mentoring self-assessment to consider your strengths as a mentor and those skills you might wish to develop over the course of the program. You and your mentee can also start to get to know one another, exchange details and start thinking about goals for the program.

**Stage 2: Preparing for a Successful Partnership (4-6 weeks)**

We expect you to use this time to really get acquainted, establish confidentiality and trust and build a good working alliance, sign off on the Mentoring Partnership Agreement, and for your mentee to start outlining goals for your mentoring relationship. By the end of this period you should have at least an agreed sense of purpose for the relationship, if not some concrete and specific goals.

Towards the end of this stage we will ask you to give us feedback so that we know how you are progressing.

**Stage 3: The Middle - Working towards the Goals (27 weeks)**

This is the longest stage. You will be ‘meeting’ frequently with your mentee and helping him/her to achieve the goals that were set at the last stage. You will also attend another webinar with the program facilitator to support your learning as a mentor and to allow you to connect with other mentors in the program.

A few months into this stage we will ask you for more short online feedback so we can monitor how you are progressing.

**Stage 4: Ending the Relationship and Preparing for the Future (4 weeks)**

A well-planned ending is important, so about a month before the formal program ending we suggest you and your mentee start to prepare for ending the relationship. You will review what has been learnt and achieved and establish the nature of the relationship you will have in the future.

At the end of the program, you will be asked for a final program evaluation.

**Key Program Dates**

Please make sure you put dates in your diary

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| **Date** | **Event** | **Comments** |
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