

## Program Information Kit for Mentors

**Cohort 8** - 19 August 2014

**Cohort 9** - 30 September 2014

**Cohort 10** - 20 October 2014

**Cohort 11** - 10 November 2014

**Cohort 12** - 27 January 2015

**Cohort 13** - 10 March 2015

**Cohort 14** - 20 April 2015

## AWRA E-MENTORING PROGRAM

The AWRA e-Mentoring Program is delivered by AMMA, the national resource industry employer group, and funded by the Australian Government.

The program has been developed for women in the resource, allied and related construction industries to participate as mentees, and men and women in these industries to participate as mentors.

Mentoring has been identified as a mechanism to achieve greater participation and advancement of women working in these industries; however remote locations, complex rosters and a shortage of women peers has highlighted a need for an alternative to a traditional mentoring program.

The AWRA e-Mentoring software, consisting of integrated chat, email and online support applications, provides participants access to a tailored mentoring program regardless of location and work schedule.

## WHAT DOES THE PROGRAM INVOLVE?

Participation in the AWRA e-Mentoring Program involves:

- Matching mentors with mentees across different organisations and geographical locations.
- A nine-month structured mentoring relationship conducted through e-Mentoring software (Chronus) utilising email, chat, Skype and phone.
- Access to the 'Art of Mentoring' e-learning modules.
- Supporting handbook and tools to guide the relationship and assist with goal development and achievement.
- Regular webinars for mentees and mentors.
- Ongoing advice and evaluation delivered through the mentee and mentor connection.

## WHAT IS A MENTOR?

A mentor is an experienced individual, who helps and guides another individual's development.

The AWRA e-Mentoring Program is open to men and women with a range of experience to mentor women working in the resources, related construction and allied sectors. Mentors may participate in the program on multiple occasions.

The program calls for people who can combine excellent communication skills with a willingness to provide advice, encouragement and time towards the professional development of others.

Mentoring is an enriching experience, with benefits including:

- ✔ Personal and professional development gained from problem solving and constructive guidance.
- ✔ The opportunity to reflect on professional challenges and achievements.
- ✔ Satisfaction from helping others and contributing to the future success of the resource industry.



## HOW DOES THE AWRA E-MENTORING PROGRAM WORK?

The AWRA e-Mentoring Program uses special software to match and facilitate mentoring relationships. The nine-month relationship is conducted via communication channels agreed between the mentor/mentee pair and may include email, Skype and telephone.



Participants also have access to the 'Art of Mentoring' e-learning modules, as well as written resources to guide the relationship.

Mentors and mentees also participate in separate webinars and are required to complete three surveys during the program to assist with ongoing improvement.

**Register your interest in the next intake today! Email [awra.e-Mentoring@amma.org.au](mailto:awra.e-Mentoring@amma.org.au)**

## WHEN WILL I BEGIN?

AWRA endeavours to match every mentor with an appropriate mentee. Pairs that are successfully matched will be placed in a cohort with a set commencement date. Mentors and mentees that are unable to participate in one cohort will be eligible to be matched in another cohort; however this will incur a longer waiting period before commencement.

The cohorts for the 2014-2015 year are:

**Cohort 8** – 19 August 2014

**Cohort 9** - 30 September 2014

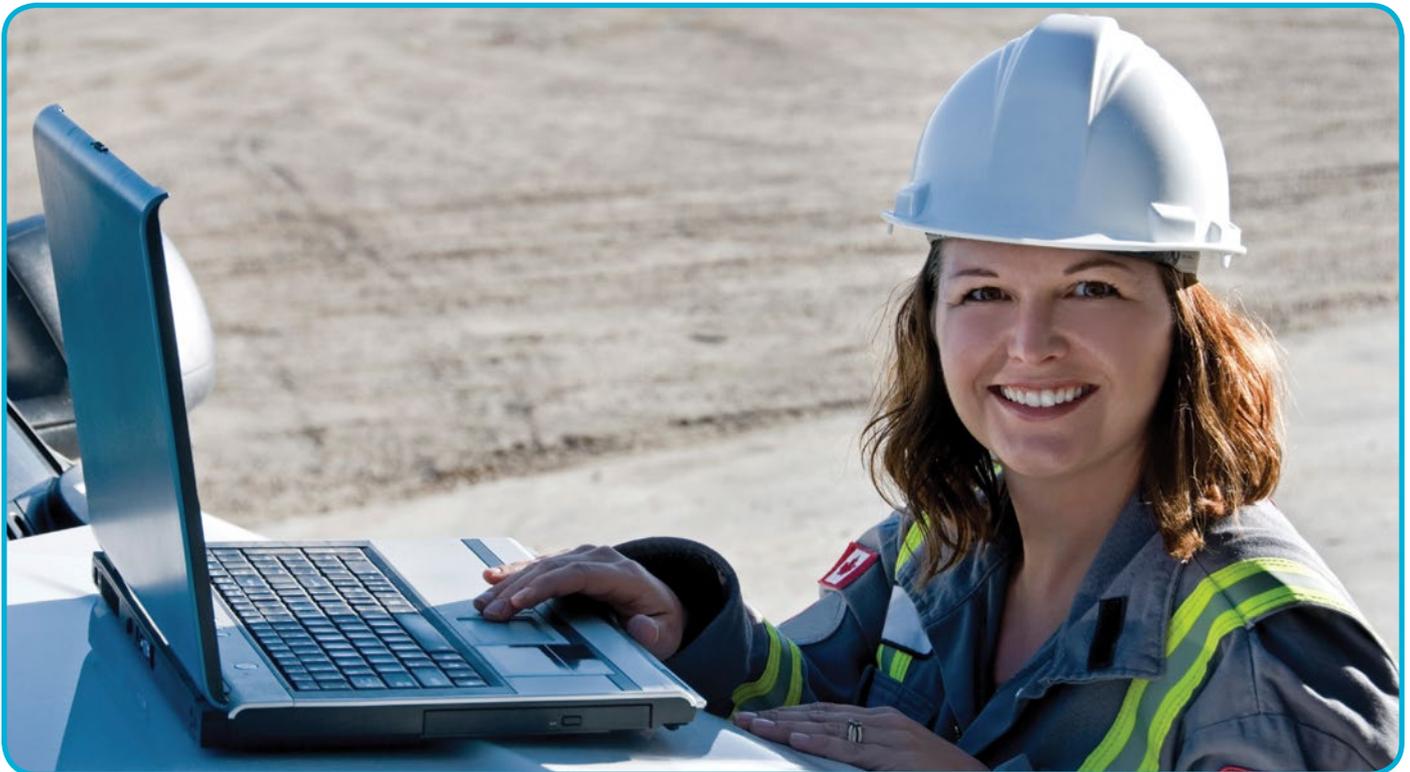
**Cohort 10** - 20 October 2014

**Cohort 11**- 10 November 2014

**Cohort 12** - 27 January 2015

**Cohort 13** - 10 March 2015

**Cohort 14** - 20 April 2015



## WHAT IS THE PROCEDURE FOR INVOLVEMENT IN THE PROGRAM?

The following outlines the steps for involvement in the AWRA e-Mentoring Program:

- **Step 1** - Complete an Expression of Interest form. Email [awra.e-Mentoring@amma.org.au](mailto:awra.e-Mentoring@amma.org.au) to access this form.
- **Step 2** - A decision made on eligibility to participate.
  - Not eligible – Unfortunately cannot participate in the program
  - Eligible – Able to participate in the program. See steps below
- **Step 3** - Once eligibility is approved, mentors complete the online profile providing information such as personal details, qualifications, relevant work experience, expertise, competencies, and mentoring goals.
- **Step 4** - Mentors watch a mandatory online introductory information session.
- **Step 5** – Matching commences approximately one week before program commencement. Each cohort will have approximately 10-15 pairs and the date of commencement is determined by the successful pairing of mentor and mentee.
- **Step 6** – Once matched mentees will have access to the 'Art of Mentoring' e-learning modules which they must watch prior to the first webinar.
- **Step 7** – Week 2 after matching – Ice breaker webinar for mentors. This non-compulsory but advisable webinar provides an opportunity to ask questions about the program and share experiences with other mentors.
- **Step 8** – The mentee is responsible for initiating the first meeting with their mentor. If this does not occur within 28 days after matching, the mentee's involvement in the program will be terminated and the mentor will have the opportunity to work with another participant in a different cohort.
- **Step 9** – Week 11- Mentors complete a compulsory 'Mentoring Relationship Health' survey.
- **Step 10** – Week 13 – Feedback webinar for mentors. This webinar will discuss findings from the survey. This is an opportunity for mentors to discuss any issues and seek guidance from the webinar facilitator.
- **Step 11** – Week 35 – Lessons learnt webinar for mentors. This is an opportunity for mentors to reflect on their experience in the nine-month mentoring relationship.
- **Step 12** – Week 40 – Mentors complete a compulsory 'Mentoring Relationship Closure' survey and the program is concluded.

## EXPECTATIONS OF A MENTOR

- ✓ To listen and learn
- ✓ To challenge themselves
- ✓ To allocate time to the relationship (approximately three hours per month)
- ✓ To be enthusiastic, open and honest
- ✓ To keep meetings with their mentee confidential
- ✓ To commit to the nine-month relationship

Expectations of mentors and other information such as how to use the Chronus online software is covered in the information session.

## TERMS AND CONDITIONS

By completing your online profile you agree to abide by the following terms and conditions of the AWRA e-Mentoring Program.

1. The Australian Mines and Metals Association (AMMA) is in no event liable for any indirect, special or consequential damages arising out of or in any way connected with any agreement, stated or implied, between AMMA and a participant in this program, or an employer or any other person or entity affected by this program, or by these services, even if AMMA is advised of the possibility of such damages.
2. The use of the online mentoring platform ("Chronus") is strictly limited to carrying out the mentoring process including participating in forums, discussion and online communities. While AWRA cannot constrain or prohibit communications between and among mentees and mentors, inappropriate, illegal and unethical behaviour using Chronus is a breach of these Conditions, persons responsible will be removed from the e-Mentoring Program and blocked from using Chronus immediately. Participants are obliged to ensure that:
  - ✓ Chronus is used for lawful purposes only
  - ✓ material violating or infringing upon the rights of others is not uploaded made accessible or otherwise transmitted through Chronus
  - ✓ conduct that would constitute a criminal offence, give rise to civil liability or otherwise violate any law does not take place, and
  - ✓ they do not take part in any conduct that restricts or inhibits any other person's use or enjoyment of Chronus, the Program or the services



Photo courtesy of OZ Minerals

3. Mentees must be employed by an organisation in the Australian resource, allied and related construction industries to be involved in the program.
4. Mentor, mentee and AWRA will keep confidentiality, except as required by law or in the case of potential harm to any party. It is expected that one will at least inform the other(s) if they intend to disclose confidential information, and in the first seek permission to do so. Both parties are also required to ensure safe and secure maintenance of all records, documents and data, including logins and passwords to Chronus.
5. Mentor and mentee must avoid any exploitation of the mentoring relationship, which includes but is not limited to, use of confidential commercial information and enticement of program participants to join the employer of the mentor or mentee.
6. Mentor and mentee must commit to a nine month mentoring relationship with approximately three hours per month of time spent on meeting preparation and meetings with one another.
7. Mentors and mentees are required to attend program webinars and complete two compulsory program evaluation surveys as part of their participation in the AWRA e-Mentoring Program.
8. AWRA may terminate the provision of the online mentoring service, or access to Chronus, for any reason.
9. Your decision to participate in the AWRA e-Mentoring Program is considered by AWRA and by AMMA to be a personal decision: Neither your participation in the program, nor any expression of interest you have made in the program, will be revealed to your employer without your explicit permission in your user profile.

## 10. EXPECTATIONS OF A MENTOR

- ✓ To listen and learn
  - ✓ To challenge themselves
  - ✓ To allocate time to the relationship (approximately three hours per month)
  - ✓ To be enthusiastic, open and honest
12. ✓ To keep meetings with mentee confidential
- ✓ To commit to the nine-month relationship

Expectations of mentors and other information such as how to use the Chronus online software is covered in the information session.

## TERMS AND CONDITIONS

### COST

This program is funded by the federal government, and as such there is no cost associated with participation.

### FURTHER INFORMATION AND ASSISTANCE

The AWRA team are available to assist and provide advice to mentors throughout the program.

Please contact us on **(07) 3210 0313** or **[awra.e-Mentoring@amma.org.au](mailto:awra.e-Mentoring@amma.org.au)**.

## FREQUENTLY ASKED QUESTIONS

**Q** *Does my employer need to be an AMMA member for me to be eligible to participate in the program?*

**A** No, your employer is not required to be an AMMA member for you to be involved in the program.

**Q** *Does my acceptance to the program guarantee I will be matched?*

**A** We endeavour to match all interested parties, however emphasis is placed on quality matches. That is when the mentor has the experience that the mentee requires. While we will do our best to match you with a suitable mentor we cannot guarantee that we will be able to.

**Q** *Can my mentee and I stay in contact after the nine month program has been completed?*

**A** To comply with the e-mentoring software capacity, mentee profiles are removed following completion of the program. However, mentors and mentees may choose to continue an informal mentoring relationship outside of the program.

**Q** *Can I be a mentor and a mentee?*

**A** Yes. We encourage mentors to consider being a mentee also. There is always opportunity to learn and grow professionally.

**Q** *Can mentors be matched with more than one mentee?*

**A** It is up to the mentor to determine if they have the capacity to commit to multiple mentoring relationships.

**Q** *Do I have to attend the webinars?*

**A** To receive maximum benefit from the program, we strongly recommend participants attend the webinars. As this is an online mentoring program there is no opportunity to meet with program coordinators and other mentors face-to-face. Attending the webinars provides the opportunity to speak with, and learn from, other mentors.

**Q** *Do I have to watch the information session?*

**A** Yes, you must watch the information session prior to being matched so that you have a good understanding of what is required and expected of you in the program. It also provides instructions on how to use the online platform.

**Q** *Do I have to tell my employer that I am participating in the program?*

**A** Your decision to participate in the AWRA e-Mentoring Program is considered by AWRA and by AMMA to be a personal decision. Neither your participation in the program, nor any expression of interest you have made in the program, will be revealed to your employer without your explicit permission in your user profile.

**Q** *Can I choose the mentee that I want?*

**A** No. Trained program coordinators carefully match you and your mentee based on your experiences and competencies.

**Q** *Things aren't working out with my mentee am I able to withdraw?*

**A** You can withdraw from the program at any time. In order to do so you are required (as outlined in the Terms and Conditions of Participation) to inform your mentoring partner and the AWRA e-Mentoring team as soon as possible and complete a formal withdrawal form. AMMA and AWRA will not be responsible for informing a mentoring partner on behalf of a mentor/mentee except in exceptional circumstances.

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