

Overview

Thank you for your registration as a mentee in the PSA Mentoring Program. We are pleased to offer you this mentoring opportunity and hope that you will value and engage with your mentor.



As a mentee, you have access to the **Mentoring Education and Resources Hub (MERHub)**. This is an online portal of videos, E-learning modules, fact sheets, conversation maps, tools and templates, and links to information from across the globe.

Please take time to have a good look around the Hub so that you get a feel for the range of mentoring education and resources on offer to you.

To help you get started as a mentee, here's five quick steps to ensure you commence the mentoring journey in a confident, prepared and planned way.

Step 1: Reflection and Preparation

Before you get your partnership underway, we encourage you to pause and just reflect on what you want out of the mentoring opportunity. To do this, we suggest two potential pathways for you:

- **If you have about an hour of time** – complete the **Mentee Orientation**, Five Habits of Engaged Mentees (E-learning module). You'll find this is a comprehensive overview on the key habits of engaged mentees.
- **If time is limited** – then watch the video, **Leading the Way as a Mentee**, from the video education library. This video helps you to revisit why and what you want from the mentoring experience. You'll find this video on the video link.

As part of this, we also suggest that you consider how you will handle one of the biggest challenges in a formal mentoring partnership – TIME! It's one of the most commonly cited reasons for partnerships not flourishing. We encourage you to remember that time = priority. If you make your development a priority, with the support of your mentor you will find (and make) the time.

Step 2: Focus on Future

Once you have really committed to the mentoring experience, we then suggest that you take time to complete the **Mentoring Ideas Plan**. Essentially this is a brainstorming activity that will help you to look at multiple areas that you might work on with the assistance of your mentor. Remember – the focus of your mentoring conversation is guided by what **you** want to work on, under the appropriate scope of the mentoring program and your partnership.

As part of this, consider that your mentoring focus areas could include **personal** development (eg. Confidence); **professional** development (eg. Personal branding); **career** development (eg. Future career pathways); and **industry** development (eg. Networking). This is also a great time to watch the **Creating Mentoring Objectives** video prior to meeting with your mentor.

If you completed the Mentee Orientation E-learning module you'll be prompted to complete the Mentoring Ideas Plan as a learning activity OR you can download the tool from the Mentoring Education and Resources Hub, under the Tools-Templates tab.

Step 3: Partnership First Steps

You will be encouraged to make the first contact with your mentor. Please do so! While you may be a bit shy about making contact with someone you don't know all that well, remember that they agreed to undertake the mentor role and will be looking forward to hearing from you and getting underway. As part of your early contact, you might also share your resume (and ask if you could see theirs) as a first step to getting to know one another.

At your first meeting, plan to talk about topics such as: background and getting to know one another; expectations of one another in the mentoring relationship; and your focus areas for development. This first meeting is a great time to share your Mentoring Ideas Plan and to enlist the help of your mentor in fine-tuning this document into a focussed set of core objectives that you would like to focus on with their support and assistance. **You might like to use the First Meeting Agenda Guide found under the Tools-Templates link.**

Plus - this is a good time to watch the ***Gaining Agreement in your Mentoring Partnership*** video as preparation for completing your Mentoring Partnership Agreement.

Step 4: Partnership Agreement

Once you've had your first meeting, we suggest that you and your mentor then complete your **Mentoring Partnership Agreement (MPA)**. If you didn't have time to watch the video about this (Step 3) – then now is a good time to do this. Remember – the MPA is not a legal document BUT rather a professional agreement between the two of you. It helps your partnership to really start off with a clear vision of the future. A copy of the Mentoring Partnership Agreement is on the Hub, via the Tools-Templates link.

Plus – don't forget to send your Mentoring Program Coordinator a copy of your completed MPA. There's no judgement on this – it just helps us to know that you are officially underway and to understand more about how we might assist you along your mentoring journey.

Step 5: Conversation and Action

Our suggested final step is to watch the video ***Balancing the Mentoring Conversation*** and to really get motivated about setting a regular mentoring conversation schedule with your mentor and consider how you will balance your own mentoring conversations between topics that relate to support for the 'now' and support for the 'future'.

As part of this step, consider these ideas:

- Set a **regular meeting schedule** put this in your diary to ensure visibility of this commitment.
- **Consider a balance** between meeting face to face and then making contact in between via electronic means.
- Review the **Mentoring Conversation Maps and Mentoring Fact Sheets** (PDF documents on the resources website available under the Support tab) for some ideas on questions that could guide your conversations on common mentoring topics.
- **Email your mentor a few days prior** to each of your mentoring conversations with an overview of what you'd like to focus on – this helps you both to prepare for and then engage quickly into your conversation.
- **Check back regularly on your Mentoring Partnership Agreement and mentoring objectives** – aim to keep on track so that you achieve what you have set out to.

And a Few Final Tips ...

Just as a quick reminder for you – remember these things as a mentee:

- **Mentoring is about you** – so you need to be motivated, enthusiastic and ready to work on your own development.
- **Mentoring is not a panacea for everything** – so ensure that you are realistic about the scope and role of your mentoring partnership and mentor.
- **Mentoring is not limited to the program** – so continue to build other developmental relationships with those around you.

You might also like to look at the **additional videos, links and tools** that are available to you in the Mentoring Education and Resources Hub under the **Ideas tab**. While these are not all mentoring specific – they do focus on content that is supportive of common mentoring conversation themes.

We wish you all the very best for the future and look forward to hearing of your successful mentoring outcomes.

Personal Thoughts ...
