



How will the Mentoring Relationship work?

The Mentoring Program is intended to be flexible for both Mentors and Mentees. The following are some basic guidelines to assist both parties to get the most out of the mentoring relationship:

- **Length of mentoring relationship:** The mentoring partnership will be for a maximum period of 6 months. However, either party is free to decide at any point in time that they are not able to continue with the Mentoring Program.
- **Frequency of meetings:** It is anticipated that the Mentor and Mentee will meet for approximately 1-2 hours every fortnight at mutually convenient times throughout the 6 month mentoring relationship. As all participants in the Mentoring Program lead busy lives, it is important that where possible scheduled meetings are kept.
- **Format of meetings:** Any formal scheduled meetings should be kept professional (ie. not social). The Mentor and Mentee are, of course, free to meet socially in addition to their formal scheduled meetings. Mentors are encouraged to introduce Mentees to their professional networks.
- **Location of meetings:** The Mentor and Mentee are to decide on the location of their meetings. It may be in some circumstances that a decision is made to have the meetings over telephone or Skype.
- **Preparation for meetings:** So that the meetings are productive and parties gain the most out of the Mentoring Program, some preparation prior to scheduled meetings may be required, particularly on the part of the Mentee.
- **Role of the Mentor:** The Mentor will provide advice, guidance and support to the Mentee in relation to the Mentee's career goals. Mentors are not expected to be experts in mentoring and will not be expected to be a counsellor for personal problems.
- **Role of the Mentee:** The Mentee is to prepare for each meeting and to turn up for each meeting on time and ready to start the mentoring session.
- **Confidentiality, conflicts and other ethical issues:** Each Mentor and Mentee is required to sign 'Standards of Ethical Conduct' to ensure that confidentiality is maintained, any conflicts of interest are appropriately dealt with, and participants conduct themselves at all times in a professional and ethical manner.
- **Expenses:** The Mentor and Mentee will each bear any expenses incurred in participating in the Mentoring Program.
- **Contact for assistance and concerns:** If at any stage either the Mentor or Mentee require any assistance or support or have any concerns in relation to the Mentoring Program then he or she should, in the first instance, contact Hanna Lucas on 1300 68 11 34 or admin@cilta.com.au. Any issues raised will be treated confidentially. Permission will be sought from the relevant Mentor or Mentee before discussing the concern with anyone else or raising the matter with the other party to the mentoring relationship.

