



WHY MENTORING?

Would you like:

- Guidance for your personal and professional development in the association profession, from someone with a wealth of experience?
- Satisfaction from helping others and contributing to the future success of the association profession?
- A chance to develop your mentoring and leadership skills?

The AuSAE Mentoring and Leadership Program helps **develop association professionals in their current roles and prepare aspiring association leaders to achieve their career goals**

The program includes structured mentoring and networking opportunities.

WHAT DO WE MEAN BY MENTORING?

mentor: (noun) an experienced and trusted adviser.

Broadly speaking the Oxford Dictionary offers an adequate definition of mentoring. But in practice Australian organisations employ a broad spectrum of mentoring approaches.

At one end of the spectrum are mentoring relationships that focus on the extensive experience of the mentor. The expectation is that the knowledge, power and influence of the mentor will assist the mentee in achieving their career objectives. These relationships are often long term and sometimes confused with line management roles.

At the opposite end of the spectrum the focus shifts to the mentee. The emphasis is on the personal insights and intellectual challenge to be gained through interaction with a mentor. It is expected that the mentee will lead the relationship, inviting the mentor into their own inner dialogue to assist in working through complex career decisions. These types of relationships are more often than not fostered through formal programs that tend to be short term, and designed not to be tangled into hierarchical roles.

The mentoring experience we expect in this program tends toward the latter end of the spectrum. The focus is on the personal development of the mentee. The hierarchical status of mentor is not as significant as the learning potential he or she has to offer.

This program provides an opportunity for those involved to share and reflect on life in the association profession in a confidential, non-judgmental environment. It allows mentees to explore their careers and skills and provides opportunities for them to connect with like-minded people, through participation in a mutually-beneficial developmental relationship.

Some examples of what our mentors may assist with:

- Support transition into more senior association leadership roles
- Act as a source of information and insight
- Suggest relevant options regarding career development or strategies for achieving professional goals
- Recommend possible resources to improve specific skills



- Help the mentee solve professional challenges in their working life
- Discuss issues of professional ethics and governance
- Discuss workplace related issues and options for how these may be addressed

WHY IS THIS PROGRAM IMPORTANT?

For associations to thrive, they need great leadership.

This program is designed to build leadership capacity in the profession by pairing association professionals with experienced mentors and by giving them an opportunity to develop and fine-tune leadership skills along with a like-minded peer group. Participants in mentoring programs report a number of benefits from their participation: improved confidence, self-awareness, clearer career direction, better communication skills, listening skills, feedback skills, more assertive communication, and enhanced management skills.

BENEFITS OF THE PROGRAM

For Mentees:

- Experienced guidance and support in the profession
- Excellent networking opportunities
- Receiving specific leadership assessment feedback and developmental guidance
- Identifying professional growth and career planning

For Mentors:

- Contribute back to the association profession
- Stay abreast of emerging issues relevant to the association profession
- Further development of mentoring skills such as listening, asking questions, guiding, providing feedback, communication and interpersonal skills
- Ability to nominate own people as mentees into the program

WHO CAN APPLY?

To join as a **mentee**, you must be an association professional looking to develop your skills and leadership in the Association Sector.

To join as a **mentor**, you must be an association CEO, former CEO or a very experienced association Senior Manager.

Both mentees and mentors must also be willing to attend program events, webinars and complete the training provided.



Application Process

Mentees and mentors will be asked to complete a short application form to assess their eligibility for the program and to collect details about what they are looking for in a mentoring partner.

WHAT'S INVOLVED?

The AuSAE Mentoring and Leadership Mentoring Program is a 8 month program, from April 2019 to December 2018. Mentors and mentees will be matched according to application details and are required to attend three events - Program Launch, Mid-Program Review and Program Close – some of which will be face-to-face meetings while others will be delivered via Webinars.

During the program, mentors and mentees will be expected to be in contact monthly.

Mentees and mentors will also be asked to complete Art of Mentoring online program training to prepare them for their mentoring relationship. Acceptance into the program is conditional upon your commitment to completion of the training.

During the program, you will receive frequent communications from the Program Facilitators, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting mentees.

During and at the end of the month program you will be invited to provide feedback to AuSAE about your experience.

TO WHAT AM I COMMITTING?

ACTIVITY	TIME REQUIRED
Training, reading and mentoring program workshops	Up to 1 day in total
Preparation and time spent in mentoring conversations & follow-ups	1-2 hours per month
Program surveys	1/2 hour in total

Your participation is:

- Voluntary – you and your partner can end your relationship at any time
- A two-way process – mentors will share their skills, knowledge and experience with their mentees to enable them to explore their professional and personal situation, and mentoring pairs will work together to achieve agreed goals.



KEY DATES

Dates vary slightly by location but this is the overall timetable:

Applications Close	4 March 2019
Program Launch and Training	8 April 2019
Program Progress Review Meeting – ACE	12 June 2019
Program Close Webinar	9 December 2019

The program is open to participants in all states. The Program Launch and Program Close will be conducted by webinar. The Progress Review meeting will be held in Brisbane at the AuSAE ACE conference (June 12-13).

WHO IS RUNNING THIS PROGRAM?

This program has been designed for AuSAE by Art of Mentoring, a specialist mentoring consulting firm (www.artofmentoring.net). The program will be managed by them and overseen by AuSAE.

PROGRAM MATERIALS

Once you apply and are matched, all the materials you need will be available for you online. If you have materials you would like to share with others, you can also post these up. The online program administration platform will allow you to communicate with the program co-ordinators, access resources, and if you wish, track mentoring goal progress.

WHAT DO I DO NEXT?

Apply NOW as applications will close by 4 March 2019. Mentees will be asked questions about their background, and what they would like to achieve by working with a mentor for ten months. Mentors will be asked about the areas in which they feel comfortable mentoring. Please give as much information as you reasonably can as it will assist the matching process. You will be advised if there is a suitable match in March 2019.

WHAT IF I AM NOT SELECTED?

We will endeavour to match all mentees that apply, provided that we have a suitable mentor.



Some mentors may not be matched if their expertise/ experience is not suitable for any applicants. If we don't have a suitable match for a mentor, we won't pair you for the sake of putting you in the program.

CODE OF CONDUCT

In applying for and entering into the AuSAE Mentoring and Leadership Program, it is understood that the following code of conduct is adhered to at all times:

1. AuSAE is committed to supporting association professionals through enabling mentors who will support these members as they grow into higher levels of association leadership.
2. The mentoring relationship is a powerful development experience that is aimed to support the mentee but it is a relationship likely to have personal and professional benefits for both mentor and mentee.
3. The mentor encourages the mentee to develop positive attitudes to their professional life and career planning.
4. The interaction with mentees is likely to be an affirming experience for mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their interest and effort appreciated.
5. Both the mentor and mentee have a responsibility to invest their time skills and experience into the partnership. Mentors and mentees must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
6. The mentor may take many roles: being a role model, sounding board, helping build networks and career support, sometimes simply being there to listen and challenge. The mentor responds to the mentee's developmental needs and challenges.
7. Mentors must be aware of the stressors which challenge many association professionals. Identifying when a mentee needs help which is beyond the expertise of the mentor is a critical skill for a mentor.
8. Feedback from the mentee on how the relationship is working for them and what could be done to improve it, is an important part of the mentee's development.
9. Listening is an important skill for a mentor. A mentor should be prepared to listen to the mentee's views and avoid the natural urge to look for quick solutions.
10. Both mentor and mentee volunteer their time, energy and expertise. Either party may request to dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss options to improve their relationship before deciding on this step.



11. The mentor is encouraged to suggest options and to empower the mentee rather than give directed advice or single solutions. This helps develop self-reliance and resilience in the mentee.
12. Mentor and mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.
13. Mentors and mentees must be careful in their discussions with their partners not to denigrate other employers or workplaces.
14. All participants understand the confidentiality and privacy of the mentor/mentee will be strictly adhered to at all times.
15. Mentor and mentee share responsibility for the smooth winding down of the relationship after the term of their assignment.
16. Although the mentor/mentee relationship is for defined period, many mentors and mentee continue to stay in touch for a range of beneficial reasons.

FAQs

Is the program open to AuSAE members and non-members?

Yes Both members and non-members are eligible to participate in the program.

What's the cost?

Mentees pay \$995 plus GST as an AuSAE Member (or \$1395 as a non-member) to participate in the program. A monthly payment plan can be arranged. Program fees include one (1) standard registration to the AuSAE Conference and Exhibition (ACE) in June 2019.

Mentors are volunteers and pay no fees; training is provided free of charge.

All participants are responsible for any travel and accommodation costs involved with attending any events associated with the program.

Why do you need me to provide so much information on my application form?

The information you provide will help us 'match' the right mentee with the right mentor, based on experience, skills and what you both want to achieve from the program.

When will I know if I've been successful, and if so, who I've been matched with?

A few weeks after you have uploaded your profile, we will contact you to confirm whether you've been accepted into the program and who has been selected as your mentoring partner.

What will I have to do if my application is successful?

If your application is successful, you will need to attend the following:

1. Program Introduction and Training meeting – 2- 3 hours
2. Progress Review meeting – 1-2 hours
3. Program Close Webinar - 1 hours



The first meeting will be a webinar information session along with a one-hour online training. This will help provide you with the knowledge and skills to have a successful mentoring relationship.

It will be up to each mentee/mentor pair to establish their own timetables for their one-on-one meetings, which would probably take place at least monthly for the programs period.

Will discussions between mentees and mentors be confidential?

Absolutely! Great mentee/mentor relationships are based first and foremost on trust. Your participation in the program is confidential and you will agree with your mentoring partner how you will handle confidentiality between you.

FOR MORE INFORMATION

Contact the AuSAE office on 1300 764 576 or email info@ausae.org.au