



THE UNIVERSITY OF
MELBOURNE

ABP MENTORING PROGRAM

OFFICIAL PROGRAM PERIOD: TUESDAY 13 APRIL TO FRIDAY 22 OCTOBER 2021

This guide will help you and your mentee get the most out of your mentoring relationship.

What advice to give

Mentees will benefit from a broad range of aspects of the mentoring relationship and we encourage you to offer your perspective on topics such as finding the first graduate job, building valuable contact networks and deciding which industry or field of work might be good for them.

You are not expected to be a career counsellor or to know all the answers. Simply provide advice that you are comfortable to give based on your experiences, knowledge of industry and so forth.

Essentially, we recommend that you give only the advice that you are comfortable to give, to guide your mentee to explore new avenues of thought based on your professional insights and to provide reflections based on your interactions with your mentee.

You are certainly not expected to offer your mentee opportunities within your organisation, although if you can and are willing, that is very generous. Similarly, if you are able to introduce your mentee to suitable colleagues or contacts, to further their industry exposure and to assist them in networking, that would be very beneficial.

Key objective: The ABP Mentoring program aims to assist students with their career decision-making process, helping them to plan for the transition from tertiary study to professional life.

Traits of a great mentor

- Active listening skills: understanding without judgement
- Empathy: taking a genuine interest in the well-being and challenges of your mentee
- Insight: the ability to probe and challenge mentee's preconceptions
- Openness: sharing your own experiences and revelations
- Asking open-ended questions will help to get your mentee talking. These are questions which cannot be answered with yes or no. Open-ended questions often start with how, what or why
- Reflectiveness: encouraging your mentee to examine their interests, skills and practical abilities

Preparing for your first meeting

- Attend the opening event and mentor workshop (if possible)
- Consider how many meetings you can reasonably commit to over the course of the program period (April-October 2021) - please meet at least three times
- Decide what level of contact you are comfortable with between meetings, such as informal meetings or phone calls
- **It is your mentee's responsibility to set up the first meeting**

We will recommend to students that they set goals for each meeting, take notes and make action points. To participate in this mentoring program, all students have been required to attend a mandatory workshop, clearly outlining the expectations we have of our mentees. The workshop and briefing documentation will highlight to mentees the importance of being respectful of their mentor's time and attend the expected minimum three meetings.

- We recommend meeting for the first time within three weeks of the program launch
- Meet at a time and location suitable for both you and your mentee. For example, your office, or a local café - there is no requirement for your meetings to be held at the University
- Remind your mentee that setting action points for each meeting helps to ensure good outcomes

Suggested discussion topics

- Possible challenges facing students
- Your decision-making process in choosing a career path
- How you found your first job after graduating
- Challenges you faced along the way
- The transition from university to work
- Becoming comfortable within the workplace
- Growing your professional network and skills development
- Professional skills to develop before starting work

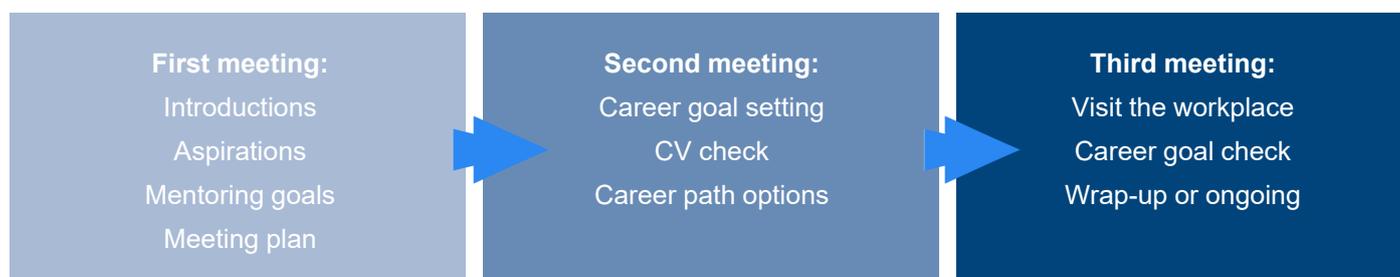
Common challenges facing students

- Establishing professional networks
- Balancing study commitments around work or other commitments
- Developing ideas about their proposed career path based on skills and interests
- Maintaining confidence about career prospects
- Selecting a suitable industry to work in
- Understanding the needs of their chosen industry
- Gaining new perspectives on their career plans

Managing your meetings

Meeting face-to-face builds confidence in students; it encourages more meaningful discussions and relationship building.

Although we request that you meet at least three times throughout the duration of the program, there are no limits on the number of meetings you can have with your mentee. Below is a suggested plan for your meetings, however you are welcome to follow an alternative plan.



Each mentoring relationship is different and will depend on each individual's circumstances and goals. Some mentors have in the past invited students to visit their workplace, introduced them to their networks or even attended cultural events together. We encourage you to take a creative approach in structuring your meetings and to think laterally.

Official conclusion of the program & ongoing contact

Program end date: Friday 22 October 2021

The program will officially close at the end of October 2021, but we anticipate that some mentors may be happy to continue meeting beyond this. The decision to continue is between you and your mentee, and you are under no obligation.

If you would like to conclude your formal relationship with your mentee, we suggest arranging a final meeting to discuss things your mentee has learnt during the program and how they may implement these in the future. This final meeting will bring clarity to the progress and achievements of the mentoring relationship while teaching the student the skill of clarifying expectations and setting professional boundaries.

We will also conduct follow-ups with mentors and mentees at the official end of the program to find out how beneficial the process was and to collect feedback to assist in developing this program in the future.

If you run into any problems...

We sincerely hope that neither you nor your mentee has any issues relating to this mentoring program or the match between yourself and your mentee. If any issues do arise, we encourage you to contact us to discuss them and we will do what we can to resolve the problem.

Referring your mentee to our services

You are not expected to counsel your mentee in any areas that you do not feel comfortable or have experience in. If you feel your mentee requires assistance that goes beyond the mentoring relationship, we encourage you to refer them to any of our Student Services, including:

Further careers counselling / financial aid or student housing / academic skills / psychological counselling

Internships and other work opportunities

If you are interested in offering your mentee an internship or other work opportunities, please first contact the ABP Internship Coordinator (abp-internship@unimelb.edu.au). The Faculty of Architecture, Building and Planning has an internship program for both undergraduates and masters courses. We are able to offer support and guidelines to help with the set up of an internship. Most importantly, when an internship is set up this way, the student will be able to do their internship as part of a subject for credit and insurance is covered by the university's Vocational Placement Letter Agreement.

Meeting checklist – suggestions and tips

Checklist for your first meeting

- Introduce yourselves: including personal and professional experiences, career paths and ambitions
- Agree on the number or frequency of meetings you both can commit to and would find beneficial
- Advise of any travel or holiday plans during the mentoring period
- Discuss what you both would like to get out of the relationship
- Discuss etiquette around contact between meetings - students are advised to be sensitive to mentor time constraints. Set a date and time for your next meeting and any action items

Checklist for your second meeting

- Follow up on any action items from previous meeting
- Mentees to discuss how they are doing and how they feel (both professionally and personally)
- Discuss specific career goals and consider using the SMART guide to goal setting
- Review of mentee's CV
- Set a date and time for your next meeting and any action items

Checklist for subsequent meeting(s)

- Follow up on any action items from previous meeting
- Consider taking your mentee on a tour of your workplace
- Where appropriate introduce your mentee to relevant networks or groups
- If ending your relationship, finalise action items and review goals

SMART Goals

When discussing career objectives with your mentee, we encourage you to use the SMART goal setting principles.

S	Specific Identify what your mentee wants to accomplish (who, what, where, why)
M	Measurable How will your mentee demonstrate and evaluate the extent to which the goal has been met?
A	Achievable Challenging goals within your mentee's ability to achieve. Is it realistic to acquire the skills/contacts/finances to achieve the goal in the allocated time?
R	Relevant What is the reason, purpose or benefit of accomplishing the goal?
T	Time-bound What is the established completion date and does that completion date create a practical sense of urgency?