

# 2023 MENTORING PROGRAM



# Contents

<b>Welcome</b> .....	<b>3</b>
<b>Program objectives</b> .....	<b>4</b>
<b>Timing</b> .....	<b>5</b>
<b>Program structure and costs</b> .....	<b>5</b>
<b>Mentee guidelines</b> .....	<b>6</b>
<b>Mentor guidelines</b> .....	<b>7</b>
<b>Rules and ethics</b> .....	<b>8</b>

# Welcome

## Welcome to the UDIA Queensland's Mentoring Program for 2023.

We truly believe in this program because the leaders of tomorrow's development industry must be supported now to achieve their full potential in the coming years. This program has been hugely successful in facilitating the career development of those in the early stages of their career, as well as helping to develop strong ongoing professional relationships between the participants and their mentors.

Importantly this program helps to facilitate our industry's journey. It identifies future industry leaders and helps to establish valuable networks for years to come.

On behalf of the Institute's Board of Directors, I commend the mentees for their willingness to learn and eagerness to develop a strong career path. I wish you well on your journey in the coming year and I look forward to hearing about your progression as an industry professional.

To the mentors, thank you for being so generous with your time by participating in this program. I understand the commitment you are making and applaud you for your contribution to the future of our industry.

All the best.



**Kirsty Chessher-Brown**

Chief Executive Officer  
UDIA Queensland



# Program objectives

## **The program encourages mentees to:**

- Create goals and identify strategies to achieve those goals
- Learn more about their chosen career
- Receive advice, networking opportunities, and career support

## **The program offers immediate and long-term benefits to mentees:**

- Improvement in existing skills and the development of new skills
- A broader perspective of leadership and management
- Increased networking opportunities
- Increased confidence and self-esteem
- Strategies to achieve career aspirations
- A strong sense of professional expectations and standards
- Increased cross-discipline communication

## **Suggested activities for mentors include:**

- Source of contacts – help mentees make contact with like-minded professionals
- Accompany mentees to industry and networking events – help with networking skills and education of industry issues
- Provide advice and guidance with career and life experiences

## **Mentors will also benefit from:**

- Developing leadership skills while helping others to develop
- Learning from mentees' innovative ideas and concepts
- Developing creative solutions to challenges presented by the mentee
- Helping to shape the careers of those new to the industry
- Understanding the industry from a new perspective
- Giving back to the industry which they have been part of for many years

## Timing

The program will be ongoing until such a time that the maximum number of mentees placements are exhausted for the year.

## Program structure and costs

Participation for mentors is on a voluntary basis and incurs no charge or payment.

Mentees can apply for a fee of \$495 per person including GST, which covers professional matching with a mentor, five meetings with your mentor, and networking opportunities.

Mentors and mentees are required to meet at least five times face-to-face over the five-month program. The suggested length of each meeting is at least one hour to achieve the maximum benefit. Additional communication may include phone, email, or online interaction, depending on what is agreed upon by both parties.

All interactions between mentors and mentees are considered confidential and can only be discussed with a staff member of the Institute if the need arises.



# Mentee Guidelines

The mentees must be currently employed by a current Institute member organisation or must be a Student Member of the Institute. To join, please email [membership@udiaqld.com.au](mailto:membership@udiaqld.com.au).

Mentees are expected to play an active role in their personal development by identifying specific needs, asking for mentor assistance when needed, and making effective use of their mentor's time to increase their own personal effectiveness and productivity.

## Objectives:

- Create a formal learning environment in which the mentee can enhance, develop, and learn new skills to complement them in their employment
- Provide a structured yet flexible program where mentors provide general advice on professional development and employment issues to mentees
- Improve existing skills and develop new skills
- Gain a broader perspective of leadership and management
- Increase networking opportunities
- Increase communication across the industry
- Increase confidence and self esteem
- Learn strategies to achieve career aspirations
- Develop a strong sense of professional self

## Responsibilities of the Mentee:

- Determine session dates, times, and locations with mentor (minimum of five face-to-face)
- Actively and conscientiously pursue strategies and plans
- Take an active role in reviewing both their own progress and that of the mentoring relationship
- Provide at least 24 hours' notice of unavoidable changes in meeting times
- Notify the Institute of any needs the program is not meeting
- Maintain confidentiality
- Complete the Mentee Handbook for review by your mentor
- Provide feedback to the Institute where necessary

## Entitlements:

- Minimum of five face-to-face meetings with the Mentor
- Assistance with tailored development strategies to grow and develop personally and professionally
- Confidentiality of discussions
- Honest and open feedback
- Access to the Institute's staff to discuss issues or problems encountered in the mentoring relationship
- Provide feedback to the Institute where necessary

# Mentor Guidelines

The mentors invited to join the program must be employed by a current Institute member organisation. Mentors should be experienced industry professionals who are interested in and committed to helping develop less experienced members from within the industry.

Mentors will assist mentees by providing growth experiences, listening, coaching, challenging ideas or behaviours, discussing attitudes, encouraging professional behaviour, sharing, teaching by example, offering wise counsel, triggering self-awareness, building self-confidence, and providing information.

## Objectives:

- Develop leadership skills while helping others to develop
- Learn from mentees' innovative ideas and concepts
- Develop creative solutions to concerns presented by the mentee
- Help shape the careers of those that are new or less experienced in the industry
- Give back to the industry they have been part of for many years

## Role:

- Empower the Mentee: the mentoring relationship should be driven by the needs of the mentee and should emphasise increasing a mentee's understanding and ability to handle problems on their own
- Listen actively: mentors act as sounding boards, helping mentees explore where a course of action might lead to and define the gap between what is and what is not needed, while ensuring that mentees retain ownership of the problem and the decision to solve it
- Provide feedback: mentors listen for both facts and feelings and provide feedback
- Providing information: personal insight, options, and ideas at a time when the mentee is ready for them
- Broaden the context: mentors help mentees become more self-aware
- Reflecting: mentors provide clear, non-judgmental descriptions of what they observe the mentee doing or intending to do. They describe the consequences they anticipate or observe and express how they feel, while refraining from telling the mentee what to do
- Provide encouragement
- Help the mentee explore options relative to their career path

## Responsibilities:

- Commit to the development of others
- Be willing to commit the time and energy needed to establish and maintain a productive mentoring relationship (minimum of five face-to-face meetings)
- Be willing to share the knowledge and experience they have gained during their career
- Actively observe, coach, and guide the mentee
- Exhibit skills in active listening, coaching, and the ability to establish rapport with others
- Maintain a progressive relationship with the mentee
- Provide constructive feedback
- Facilitate the professional and personal development of the mentee
- Maintain and respect the confidentiality of the discussions
- Take an active role in reviewing the progress of both the mentee and the relationship

- Provide adequate notice of unavoidable changes in meeting times
- Notify the Institute of any needs which the program is not meeting

### **Entitlements:**

- 24 hours' notice of changes in meeting times
- Confidentiality of discussions
- Honest and open feedback
- Access to the Institute's staff to discuss issues or problems encountered in the mentoring relationship

## **Rules and ethics**

The mentoring partners agree that this is a voluntary program and that neither mentor nor mentee is receiving a monetary contribution for their participation. The program is designed to be mentee driven and the mentees are to take full responsibility to set up meetings with their mentors and provide feedback to both mentors and the Institute where needed.

Mentoring partners must agree to confidentiality. Conversations should be regarded as private and information disclosed should not be passed on, used, or in any other way revealed.

It is the primary responsibility of the mentor to provide the best possible advice and service to the mentee and to act in such a way as to cause no harm to the mentee or the Institute directly or indirectly.

The mentoring partners will not take any personal, professional, or monetary advances out of the mentoring relationship.

The responsibility lies with both parties to respect and trust each other.

Both parties must:

- Maintain a level of confidentiality
- Not disclose information only where explicitly agreed with the mentee, unless the mentor believes that there is convincing evidence of serious danger to the mentee or others if the information is withheld
- Act within applicable law and not encourage, assist or collude with others engaged in conduct, which is dishonest, unlawful, unprofessional or discriminatory
- Not exploit the mentee in any manner, including, but not limited to, financial, sexual or those matters within the professional relationship
- Understand that professional responsibilities continue beyond the termination of any coach/mentoring relationship which includes the following:
  - The maintenance of agreed confidentiality of all information relating to the mentees
  - Avoidance of any exploitation of the former relationship
  - The protection of all related records and data.





© Urban Development Institute of Australia Queensland 2023