

Mentees Information about 2012 FITT Mentoring Program

Overview

Introduction This information sheet contains important information about the 2012 FITT Mentoring Program for Mentees. This program offers women in ICT the opportunity of a structured mentoring program over nine months.

Eligibility The FITT Mentoring Program is open to women in ICT who are individual FITT members (individual membership of FITT is free), and to women who work for FITT corporate members (corporate membership includes 2 free places on the program and the option to buy additional places).

Mentee applicants must complete the Mentee Application form by due date in the [Schedule](#) and attach an up-to-date resume to their application. There is a fee to enter this program (unless the Mentee is submitted by a FITT Corporate Member).

Selection Criteria

Criteria for selection are listed in the table below:

Work background	Women who are high performing and high potential with 3-7 years work experience and earning between \$60-125,000.
Behaviour	People with extreme behavioural style are unlikely to be accepted.
Personal motivation	Personally motivated to commit to the program.
Commitment	Manageable family, work, study and other commitments so mentees can spend time and effort on the program.
Flexibility	FITT prefers open minded, highly flexible candidates as they are more likely to respond to mentoring.
Location	Sydney (can be in another location if willing to travel to Sydney for mandatory sessions at own expense)
Development Goals	Candidates who are seeking the development of specific goals and associated skills as listed in the application form.

Program Management

The Program Leader ensures the program is delivered and managed to budget and schedule: Megan Stokes, Technology & Products, SingTel Optus Pty Limited, m: +61 0412 082 738, email: mentoring@fitt.org.au.

Program Components

Overview The Mentoring Program has the following components, some of which are compulsory (indicated by the word “must”).

Component	Description
Application Process	<p>Objective: to manage mentee applications and mentor nominations.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Formal mentee applications are required to manage the limited number of mentee places on the program. • Mentee places are allocated on a first in basis and on suitability for mentoring and current corporate and individual FITT members are given priority. • We create a pool of potential mentors from mentors who nominate themselves and offer their services, plus we recruit specific mentors from our networks. • We use the Mentee Application form to collect information for the mentee/mentor matching process and contact details. • The earlier you forward your Mentee Application form to us, the better the match with a mentor because we have the time to find someone suitable. • If you are working for a FITT corporate member, you may apply to your organisation to take up one of their free places. The organisation will forward your Mentee Application form to FITT. • We contact you within two weeks of receipt of your application to arrange a confidential interview to start the matching process.
Matching Process	<p>Objective: to find a suitable mentor for a mentee.</p> <p>How it works:</p> <ul style="list-style-type: none"> • We use the Mentee Application form and the interview skills of an experienced recruiter to develop a good understanding of what the mentee is looking for in a mentor. • We use the Mentor Nomination form and the interview skills of an experienced recruiter to understand the skills and knowledge of the potential mentors. • We use the outcome of the two to match mentees with suitable mentors. • If you are accepted into the program because you meet our criteria for selection and we can provide you with a suitable mentor, you will be notified before the Program Launch. Please put the Launch date in the timetable below into your diary to ensure you can attend.

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Program Components, Continued

Payment Process	<p>Objective: for ensure all mentees to pay the fees to cover the cost of the program.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees must make the program fee payment by the deadline in the timetable below. • We provide a secure payment facility to enable you to pay by credit card. • If you are from a FITT corporate member organisation and are officially given one of their free or pre-paid places, you personally do not have to pay the fee - the organisation does.
Program Launch	<p>Objective: to provide an overview of the program and an opportunity for mentees to meet their allocated mentor to agree on their goals and activities in the form of a contract and to meet other mentees.</p> <p>How it works:</p> <ul style="list-style-type: none"> • All mentees and mentors must attend an evening Program Launch with the program organisers, which is out of working hours and at a central location. • The agenda is focused tightly on completing the compulsory mentoring contract, getting to know how the program works and meeting all participants to establish a Mentoring Network. • Refreshments are provided.
Mentor Training	<p>Objective: to provide a structured framework to assist mentors in their mentoring.</p> <p>How it works:</p> <ul style="list-style-type: none"> • All mentors must attend this compulsory training, unless they have previously attended because they mentored in the program before. • The agenda is focused tightly on what a mentor needs to know about mentoring.
Mentee Networking	<p>Objective: for mentees to build a network from the program.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees must attend the Mentee Networking evening session. • The session is focused on building a network and program alumni, and on providing a debriefing on the Profile reports . • Further meetings may be organised by the mentees and networking tools such as the FITT Linked-In Group utilised.

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Program Components, Continued

Mentee Profile	<p>Objective: to provide mentees with an insight into their behaviour and preferences.</p> <p>How it works:</p> <ul style="list-style-type: none"> • All mentees must complete the following questionnaires: <ul style="list-style-type: none"> ○ DISC - To help you understand your behavioural style - this measures HOW you behave and communicate. ○ Workplace Motivators - To help you understand your personal drives/motivators - this measures WHY you move into action. • Even if a mentee has previously completed these questionnaires, they must do them again. • The result is a report on behaviour and preferences which is provided to the mentee. • Any mentee can request a confidential report feedback session conducted by phone by the profiling tool facilitator, when they can ask questions about how to interpret the report and clarify aspects. • Mentees should share their report and self-understanding with their mentor in one of their first meetings after the feedback session.
Face-to-face Meetings	<p>Objective: for mentees and mentors to meet one-on-one monthly for nine months to fulfill their mentoring contract.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees commit to a minimum of a nine month mentoring relationship (via a mentoring contract), including monthly one-on-one meetings by phone, video conference or in person, and undertake agreed actions • Mentors must travel to meet Mentor for mentoring sessions if needed. • Mentees must take ownership of arranging meetings, time, location, ensuring mentor's expectations are met • Mentees must be prepared and open to receiving insight and feedback about themselves
Mentee Skills Development	<p>Objective: for mentees to fill in skills gaps identified by their mentor and by the profiling tool. This is an option component.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees identify skills gaps and look for suitable skills development courses including face-to-face and electronic delivery. • The Program Leader organises with FITT to provide skills development opportunities for mentees, based on their expressed needs and requests. • Mentees participate in FITT's Skills Development Webinars and other program offerings.

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Program Components, Continued

Mid-point Review	<p>Objective: to assess how the mentoring relationship is progressing and provide an opportunity for the resolution of any issues.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees and mentors must complete a mid-point review questionnaire online. • The Program Leader analyses the responses and provides a summary to participants and takes action on any identified issues.
Final Review	<p>Objective: to assess how successful the mentoring relationship has been, provide an opportunity for the resolution of any issues and take learning forward to the next year's program.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees and mentors must complete a final review questionnaire online. • The Program Leader analyses the responses and provides a summary to participants and takes action on any identified issues.
Wrap up Celebration	<p>Objective: to wrap up the program, celebrate achievements and recognise participants.</p> <p>How it works:</p> <ul style="list-style-type: none"> • All mentees and mentors must attend an evening Program Wrap up Celebration with the program organisers. • Corporate member representatives are invited. • The final review report is tabled, participants recognised and thanked and next year's program and community service are discussed. • Refreshments are provided.
Community Service	<p>Objective: for mentees to pay back something to women in the ICT industry for the help they have received during the program.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees must volunteer to undertake at least one task or role for FITT in the year following the Mentoring Program • The Program Leader helps the mentees organise their community service.

Commitment

Commitment The program requires a commitment of time and effort.

Fee The fee we charge covers program costs.

Early-bird fee for applications received between 5/12/2011 and close of business Wednesday 1/2/2012 is \$795 inc GST.

For applications received between 2/2/2012 and close of business Wednesday 29/2/2012, the fee is \$895 inc GST.

The first two applications received from current, paid-up FITT corporate members are free of charge. For any other applications, the corporate members pay the early-bird rate of \$795 inc GST.

There are no refunds of the fee once the payment is made, even if FITT is unable to provide you with a mentor to your satisfaction.

Schedule The table below is a schedule of program activities. Mentee attendance is compulsory at all highlighted in green. Action items are due for all highlighted in orange.

Activity	Date
Mentee and Mentor Applications open	Mon 5/12/2012
Mentee Early-bird Applications close	Wed 1/2/2012
Mentee Applications final close	Wed 29/2/12
Mentor Applications final close	Wed 9/3/12
Notify Mentees successful or not	Wed 21/3/12
Notify Mentors needed or not	Wed 21/3/12
Mentee Fee Payment due	Friday 23/3/12
Program Launch	Mon 26/3/12 5:30-9:00pm
Mentee Profiles due	Mon 2/4/12
Mentor Training	Mon 2/4/12 5:30-9:00pm
Mentee Profile Feedback sessions	Mon 16/4/12 to 20/4/12
Mentee Networking Session	Mon 23/4/12 5:30-6:30pm
Mid-point Review Survey due	Mon 30/7/12
Final Review Survey due	Wed 31/10/12
Wrap up Celebration	Mon 12/11/12 6:00-9:00pm

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Commitment, Continued

Mentee commitment

Mentees who apply for a place must:

- Commit to a minimum of a nine month mentoring relationship with their mentor (via a mentoring contract), including monthly one-on-one meetings and undertake agreed actions
- Take ownership of arranging meetings, time, location, ensuring your mentors expectations are met
- Travel to meet Mentor for mentoring sessions
- Be prepared and open to receiving insight and feedback about yourself
- If you are accepted into the program, you must pay the appropriate cost by the deadline date. Please note the date of your emailed application will decide whether you are eligible for the early-bird program.
- Attend all compulsory sessions.

Mentees who apply for a place can:

- Volunteer to undertake at least one task or role for FITT during the year or the following year – please email mentoring@fitt.org.au. This is highly encouraged particularly for mentees of FITT Corporate Members where their company paid their fee.
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