

Mentors Information about 2012 FITT Mentoring Program

Overview

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

Selection Criteria Criteria for selection are listed in the table below:

Work background	Women or Men who are high performing and high potential with 10 or more years work experience in ICT.
Behaviour	People with behavioural styles that are not conducive to providing safe environments for establishing honest and open relationships are unlikely to be accepted.
Personal motivation	Personally motivated to commit to the program.
Location	Sydney
Commitment	Manageable family, work, study and other commitments so mentors can spend time and effort on the program.
Special interests	Nominees may have special interests, hobbies, memberships or experiences that will benefit mentees.
Expertise	Nominee should have specific technical or other expertise as list in the application form. Prior experience as a FITT Mentee or a previous Mentor in FITT or other programs Prior experience as a People Manager

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.

Other volunteer members of FITT help and some components of the program are outsourced to paid organisations and individuals.

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 mentor applications are required to manage the limited number of mentee places on the program. • 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 Mentor Application form to collect information for the mentee/mentor matching process and contact details. • The earlier you forward your Mentor Application form to us, the better the match with a mentee because we have the time to find someone suitable. • If you are working for a FITT corporate member, your organisation may ask you to apply to be a mentor. • 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 mentee, 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

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 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 on what a mentor needs to know about mentoring. • Refreshments are provided.
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 Profile questionnaires. • 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

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Program Components, Continued

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 for mentees.</p> <p>How it works:</p> <ul style="list-style-type: none"> • Mentees identify skills gaps and look for suitable skills development.
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 volunteer to undertake at least one task or role for FITT in the year following the Mentoring Program

Commitment

Commitment The program requires a commitment of time and effort.

Schedule The table below is a schedule of program activities. Mentor 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
Mentor Applications final close	Wed 9/3/12
Notify Mentors needed or not	Wed 21/3/12
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

Mentor commitment Mentors who nominate to mentee a person must:

- Commit to a minimum of a nine month mentoring relationship to assist your mentee achieve their goals (via a mentoring contract), including monthly one-on-one meetings and undertake agreed actions
- Be able and prepared to share your knowledge and experience with your mentee
- Maintain confidentiality as appropriate
- Attend all compulsory sessions.
