Faculty of Health Sciences
Alumni – Student Mentoring Program
Mentor Brief

Program Objectives
To support mentees to transition from student life to the workforce. To provide mentees with guidance around seeking employment, understanding career opportunities and managing challenges in the workplace.

What are the benefits of being a mentor?
- Personal satisfaction and fulfilment through helping others.
- Develop your interpersonal and leadership skills.
- Opportunity to reflect on and appreciate your own achievements.
- Network and expand your contacts.
- Refresh and challenge your thinking and attitudes through conversations with students.
- Gain insight into the emerging talent and new knowledge entering your professional field.
- Enhance your resume or LinkedIn profile with voluntary mentoring experience.

What is expected of a mentor?
- Maintain confidentiality of all matters discussed.
- Be present, engaged and on time to meetings with your mentee.
- Offer advice without being directive and encourage the mentee to use critical thinking and problem-solving methods.
- Encourage the mentee to see situations from more than one perspective and encourage them to use a variety of resources.
- Recognise your own professional boundaries and limits to your expertise and knowledge and refer the mentee to other specialists for advice, as appropriate.
- Act as a role model, embodying your profession’s values and ethical standards.

Commitment
- Attend an online introduction and goal setting workshop (international program only)
- Attend the briefing session in February 2018 (domestic program only)
- Attend the program launch event in April 2018 (domestic program only)
- Meet one-to-one with mentee a minimum of three times
- Dates and times to be agreed between mentor and mentee
- Email, phone calls, Skype are all acceptable methods of communicating with mentee
- Complete an online mid-program evaluation, and an online post program evaluation in September 2018
**Program Contact Details**
Faculty Program Manager
Professor Michelle Lincoln
fhsdepdean@sydney.edu.au

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<th>Mentor contact</th>
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<tr>
<td>Alumni Engagement Team</td>
<td>Alumni Engagement Team</td>
</tr>
<tr>
<td>Claire McCabe</td>
<td>Claire McCabe</td>
</tr>
<tr>
<td>+61 2 9036 5444</td>
<td>+61 2 9036 5444</td>
</tr>
<tr>
<td><a href="mailto:claire.mccabe@sydney.edu.au">claire.mccabe@sydney.edu.au</a></td>
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**Who can I refer to if I am unsure?**
The principle goal in a mentoring relationship is to empower the mentee. Mentoring is not counselling. If you believe a mentee may need further assistance or support, there are a number of support services available at the university you can refer mentees to the Program Managers listed above.

**Program Manager**
Support is available from the Program Manager to assist mentors in managing the process. Issues that may come up during various stages of the process may include:
- Is the mentee unable to commit to meetings?
- Are there interpersonal issues?
- Are you not getting what you had hoped out of the mentorship?
- Has confidentiality been breached?

You can contact the Program Managers directly via the details above.

**Additional useful services**

**Counselling and Psychological Services (CAPS)**
Provide support to students and graduates to improve their wellbeing.

**University of Sydney Careers Centre**
The University’s Careers Centre provide a number of services and resources to help identify career options and achieve career goals. [sydney.edu.au/careers/career_advice](http://sydney.edu.au/careers/career_advice)

**Centre for Continuing Education (CCE)**
The Centre for Continuing Education provide hundreds of short courses in Sydney all open to the general public. [cce.sydney.edu.au](http://cce.sydney.edu.au)

**Beyond Blue**
Ph: 1300 22 4636

**Lifeline**
Ph: 13 11 14
The Mentoring relationship

Be a positive role model, support and encourage mentees to develop their skills. Share your experiences and ways to navigate a challenging work environment and provide constructive feedback.

Help mentees feel at ease, remember it can initially be daunting to approach professionals for advice for the first time. It is important to establish a purpose for the mentoring relationship but to also let the conversation grow organically. If you feel a mentee does not present well or needs further support in an area, contact the mentoring Program Manager, Claire McCabe [details listed above]. Below are some tips to help you prepare for your meetings.

Establish goals for the mentoring relationship

During the first mentor meeting, we recommend establishing goals for the mentor and mentee to accomplish/work towards. This agreement is to clarify the expectations of the mentor and the mentee, before the program commences. The mentee and mentor should discuss what they would like to get out of the mentoring relationship and both agree on those goals.

Authentic exploration

Share a little about yourself, find out about your mentee and get to know each other.
- The nature of working life today – hours, expectations, workplace features, security, change, personal career path management. What are your thoughts and experiences? How do your thoughts differ from the mentee’s?
- Your career story to date – career management, decision making, opportunities that have presented. What has the mentee been doing so far? How does it relate to their “dream job”?
- Achievements each of you are most proud of, and how these fit into your career narrative.
- Values, personality and work preferences.

Career planning and decision making

If a mentee is unsure of their career path it may be useful to discuss what interests them in the industry and where their skills lie. Example questions to stimulate the conversation and give it direction may include:
- What subjects interested you?
- What skills, knowledge or experience do you possess and intend to develop?
- What concerns you about your career choices?
- What alternatives do you have in mind?
- Do you have a preferred work style? What conditions and environment bring out your best?

Starting out in the industry

Mentees are looking to you for tips on how to get into the industry. Remember what it was like when you first stepped out and how you got your foot in the door. Share your experiences and reflect on what they can do to improve their prospects. Consider providing the mentee with the answers to some of the following questions:
- What are the entry points to the industry?
- Where are industry jobs advertised? Consider professional bodies, organisations and recruitment agencies.
- What are employers in the industry looking for?
- Are there any voluntary or extracurricular activities they can do to develop their attributes?
- What are some of the ways the mentee can prepare themselves for a career in this area?
- What steps did you take toward your career?
- Outline any industry bodies or associations they should join.
- Impart your tips on how to network and meet the right people.
Tips for being professional
Sometimes it’s the little things that make a big difference. Share with mentees some of the faux pas to avoid in a professional work environment. Example points include:
- Be on time.
- Dress appropriately, always be clean and neat. What is the expected dress code in your industry?
- Research the organisation – before an interview and prior to starting a new job.
- Introduce yourself to establish a good rapport.
- Speak in a polite and professional manner to all co-workers.
- Adopt a professional mode of communication.
- SMS-friendly spelling and grammar is unacceptable in a professional environment.
- The importance of proofreading emails before hitting ‘send’ to ensure you’re sending the right message and remaining professional.
- What topics are appropriate to talk about in the workplace?

Challenges
There are positive and negative elements in every job. Help prepare our mentees for some of the pitfalls, prepare them to face challenges and seek solutions. Consider providing the mentee with the answers to some of the following questions:
- What would you do differently if you could go back and talk to yourself as a graduate?
- What makes your job rewarding?
- What challenges do you face in your job?
- Does this field allow individuals to pursue a work-life balance?
- Are some roles more suited to this than others?
- Is there a high level of stress, anxiety or depression in the industry?
- What can individuals to do prevent this?

Program Conclusion
At the end of the Mentoring Program mentors and mentees are encouraged to discuss if the set goals have been met and to recognise the progress made.

The Program Managers will be perform a mid-way evaluation to check mentoring relationships are working effectively. An end of program evaluation will also take place to ensure the future health of the program and celebrate the success and achievements of those involved.