

Extended Course Outline

Mentoring

This program is open to all levels

“Mentoring is a relationship which gives people the opportunity to share their professional and personal skills and experience, and to grow and develop in the process. It is based upon encouragement, constructive comments, openness, mutual trust, respect and a willingness to learn and share.”

Spencer, “Mentoring Made Easy”, 2004.

Overview

Mentoring is one of IPAA’s most successful methods of knowledge sharing and career coaching. Past participants have commented that this program provides the type of support that many departments are not able to offer.

Our program begins with a group session, which enables participants to introduce themselves and set individual goals. IPAA then works with the Mentees to ensure they are matched with a Mentor who can help them achieve the goals they have set. Pairs collaborate for 9 months with additional structured group sessions and support services facilitated by IPAA.

Mentoring effectively transfers professional, technical and management skills, and benefits all participants:

- Mentees - through skill development and realisation of their potential
- Mentors - through knowledge transfer, recognition and personal satisfaction
- Organisations - chiefly in increased retention of employees

Framework

This is a mentee driven program, where mentees are responsible for developing and articulating their goals. Mentors and mentees will be invited from across the public sector in South Australia. Successful mentors and mentees will be selected by IPAA, according to the quality and integrity of expressions of interest received. Mentees will have the opportunity to guide the matching process with their mentor.

IPAA will provide training and support throughout the entire 9-month program and will also act as a facilitator between the pairs. The mentor relationship is formalised under an agreement between the pair for the duration of the program with the opportunity for pairs to continue the relationship on their own at the conclusion.

Benefits

- Gain across government networking opportunities
- Build capacity through knowledge transfer, skill development and building networks
- Receive support in clearly identifying goals and be shown the tools to measure them
- Develop career-long relationships

Schedule

Session 1	9 July	9:00am – 4:30pm	Meet, Greet and Learn
Session 2	25 July	9:00am – 12:30pm	Mentors and Mentees – Structured Feedback Session
Session 3	29 November	9:00am – 12:30pm	Mentors and Mentees – Survey Findings Presentation

Essential Course Details

Length	9 months
Time	12 pairs

Pricing

Professional Member	\$300
Corporate Member	\$550
Non-Member	\$1550

No charge for Mentors

Mentoring Expression of Interest

If you have any questions about Mentoring please contact IPAA on 8212 7555.

I am expressing interest to be involved in the mentoring program as a:

Mentor

Mentee

Title: _____ First name: _____ Surname: _____

Position: _____

Division: _____ Classification: _____

Department: _____

Postal Address: _____

Phone (w): _____ Fax: _____ Mobile: _____

Email: _____

Dietary requirements: _____

Other comments: _____

Signed: _____ Date: _____

I am expressing interest as:

Mentor (no charge)

Mentee (Corporate Member - \$550)

Mentee (Professional Member - \$300)

Mentee (Non-Member - \$1,550)

If applicable, please invoice:

Me

My organisation

Other _____

Instructions for completing your expression of interest

1. All mentees must complete the first section marked *Mentee Background Information*
2. All new mentors must complete the second section marked *Mentor Background Information*
3. Existing mentors only need to complete this page.
4. Once completed your expression of interest can be returned via:

Mail: GPO Box 13, Adelaide SA 5000

Fax: 08 8212 0155

Email: membership@sa.ipaa.org.au

Terms & Conditions

IPAA will not refund or cancel applications for individuals who register without seeking prior approval. Once your application has been accepted you may substitute participants for the entire program at any time prior to the program commencing at no charge. If you are unable to find a substitute and withdraw from the program more than 10 business days before it commences an administration fee of \$200 is payable. If you withdraw from the program less than 10 business days before the program commences or during the program, the full price is still payable.

IPAA reserves the right to make such alterations to the program as circumstances dictate and will not accept responsibility for any errors, omissions or changes to speakers' information.

Mentee Background Information

1 Career Details

(Please supply current CV complete with education and employment details in place of section 1 and 2 if preferred)

	Employer (in reverse chronological order)	Brief description of responsibilities To assist IPAA in matching you with your mentor, please include your ASO / position level
1		
2		
3		
4		

2 Education

	Institution	Years From/To	Qualification	Major Studies
1				
2				
3				
4				

3 Career highlights / significant achievements

4 Greatest personal learnings

5 Special interests

6 Use a few adjectives or phrases to describe yourself

7 Experience(s) as a mentor or mentee?

8 List the benefits you would like to obtain from being mentored.

9 What specifically are you looking for in the mentoring process?

10 What are your professional aspirations for the next 5 years?

11 Other

Do you have any special requests you would like the committee to consider in making a mentor / mentee match?
(Please list)

Please provide a statement of your availability and willingness to commit to minimum monthly meetings with your mentor.

(Optional) Please provide a statement confirming that your Line Manager is aware of your involvement in this program.

Employer (or Sponsor): **This candidate has my full support to participate in the IPAA Pilot Mentoring Program. I am fully aware of the time commitment and other program requirements.**

Name _____

Position _____

Agency _____ Division _____

Signature _____ Date _____

Mentor Background Information

1 Career Details

(Please supply current CV complete with education and employment details in place of section)

	Employer (in reverse chronological order)	Brief description of responsibilities To assist IPAA in matching you with your mentor, please include your ASO / position level
1		
2		
3		
4		

2 Education

	Institution	Years From/To	Qualification	Major Studies
1				
2				
3				
4				

3 Leadership experience

4 Career highlights / significant achievements

5 Greatest personal learnings

6 Special interests

7 Using a few adjectives or phrases, describe yourself

8 List the key attributes, skills and knowledge that you would bring to a mentoring relationship.

9 Experience(s) as a mentor or mentee?

10 List the benefits you would like to obtain from becoming a mentor.

11 What specifically are you looking for in the mentoring process?

12 Other

Do you have any special requests you would like IPAA to consider in making a mentor / mentee match? (Please list)

In the event we have more mentees than mentors, would you consider taking on two mentees?

Yes / No (please circle)

Please provide a statement of your availability and willingness to commit to minimum monthly meetings with your mentee.