Mentoring for Public Sector Employees

Overview
Mentoring is one of IPAA’s most successful methods of knowledge sharing and career coaching. Feedback from past participants has shown that this program provided them with the type of support that their agency/department was not able to offer. Mentoring is an effective and customised process for the transfer of professional, technical and management skills, and benefits Mentorees through support for skills and knowledge development and realisation of their potential.

Our program begins with a private consultation with IPAA’s Mentoring Program Coordinator. At this time we discuss your goals and aspirations for participating in the mentoring program, what skills and knowledge you are looking to develop with the support of a Mentor, and what qualities you are looking for in your Mentor (e.g. skills, department knowledge, expertise, gender and so on). IPAA will evaluate your requirements against the pool of prestigious public sector Mentors and provide guidance of which Mentor would be the most suitable to assist you to achieve your goals and meet your expectations. By the end of this session, you should have identified who your preferred Mentor would be.

A session is then arranged where you are provided with the opportunity to meet all Mentors face-to-face. A quick discussion with each will then assist you to select your preferences. At this session you will also ‘meet and greet’ other Mentorees in the program and you will learn more about the dos and don’t of mentoring. Please note that IPAA will endeavour to match you with your first preference, however this may not always be possible.

The program extends over nine months. In addition to the one-on-one meetings with your Mentor, professional development sessions and informal/formal support and networking sessions are facilitated by IPAA throughout the program. The sessions usually follow the following structure:

**Session 1**
This half-day workshop brings all participants in the program together for the first time and provides you with the opportunity to begin the Mentoring program with your Mentor. This workshop will explore how mentoring works to ensure that all participants understand the scope, format, roles and responsibilities of all parties.

**Session 2**
This half-day workshop is for Mentorees a professional development opportunity exploring the topic of Political Intelligence. During this workshop, the group will revisit the guidelines for managing the mentoring relationship and discuss experiences to date.

**Session 3**
This short session is for Mentorees to review their experiences during the program. This workshop also includes the development of a career action plan for the next 12 months.

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<th>Theme</th>
<th>Extended Programs</th>
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<tr>
<td>Competency Framework Level</td>
<td>Entry Level Common</td>
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<td>First Line Manager</td>
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<td>Middle Manager</td>
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<td>2013 Dates</td>
<td>6 non-consecutive days</td>
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<td>Time</td>
<td>Workshops typically from 9:00 am – 12:30 pm</td>
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<td>Discussion sessions typically from 9:00am - 12:30pm but can include evening session from 5:30pm to 7:30pm</td>
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<td>Catering</td>
<td>Morning Tea (Day) Drinks and Nibbles (Evening)</td>
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<tr>
<td>Facilitator</td>
<td>Sue Avery. Mentoring Program Coordinator</td>
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<td>Location</td>
<td>IPAA, Level 6, 12 Pirie Street, Adelaide</td>
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<td>Price</td>
<td>Professional Member</td>
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Mentorship

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The others taking part in the program a little better, while deepening their understanding of, and sharing their knowledge about topics of interest to the group. Mentorees meet for 90 minutes after work to talk about professional topics, experiences with your Mentor and network with colleagues/fellow Mentorees over a glass of wine and some light refreshments. These discussions have typically included:

- Leadership styles and attributes
- Networks: building, sustaining etc.
- Personal presentation and communication skills (e.g. resumes, interviews, public speaking)
- Working with others in teams: as a member; as a leader
- Managing performance (your own and others)

Before you register for the IPAA Mentoring Program, there are some questions you should ask yourself:

**Why do I want a mentor? What do I want to achieve?**

The answers to these questions will assist you in clarifying what you want to gain from your participation in the program and what type of Mentor will be best for you. Think about your short-term career goals. **Where do you see yourself in the next year or two?**

Think about what knowledge, skills, and experience you will need to achieve what you want, that you don’t have right now. Depending on where you are aiming to be, you may want to partner with a South Australian Executive Service (SAES) employee or Senior Manager Mentor whose career path you can learn from. If your ambition is to move into a particular management field, you may want a Mentor that is more aligned to a particular area and whose leadership journey could assist you to understand more about your professional ‘gaps’.

**Who will be the right mentor for me?**

To choose the right Mentor, you need to ask yourself these questions: **What’s holding me back? How do I need to improve? Am I being realistic in my self-assessment? Will I really able to do the things I want to do? What areas of my personal and professional abilities need to improve and change?**

When deciding on a Mentor, it’s tempting to choose one of the people you feel most comfortable with. This is because such people are often similar to you and reinforce the positive things you already know about yourself.

The greatest benefit from mentoring, however, can be having someone on your side who challenges you to step out of your comfort zone and assist you in addressing the answers to those uncomfortable questions in a supportive way. This means that they may have the skills, attributes and attitudes that you aspire to, that will build on the ones you currently have. You will get the most benefit from a mentoring partnership that assists you face up to the difficult stuff so that you will personally and professionally grow.

**Outcomes**

Mentoring is an effective and customised process for the transfer of professional, technical and management skills, and benefits all participants:

- Mentorees - through support for skills and knowledge development and realisation of their potential
- Mentors - through knowledge transfer, recognition and personal satisfaction
- Organisations - through increased retention of employees

As a Mentoree, you will be engaged in a leadership program and recognised by your peers as a public sector employee that aspires to be a leader. Upon completion of the program, you will be officially acknowledged at one of IPAA’s main events/forums; an ideal opportunity that differentiates you from the rest, in front of your peers and professional public sector colleagues.

**Schedule of Workshop Dates:**

- **Day 1** October 3 9am to 12.30pm
- **Day 2** December 5 9am to 12.30pm
- **Day 3** May 27 3pm to 5pm

**Schedule of Discussion Dates:**

- **Day 1** October 24 5.30pm to 7pm
- **Day 2** March 27 5.30pm to 7pm