



**BALLARAT
GRAMMAR**

**BALLARAT AND QUEEN'S OLD GRAMMARIANS'
CAREER MENTORING PROGRAM**

A GUIDE FOR PARTICIPANTS



BALLARAT AND QUEEN'S
ANGLICAN GRAMMAR SCHOOL





WELCOME AND THANKS FROM THE PRESIDENT

Welcome to the Ballarat and Queen's Old Grammarians' Career Mentoring Program.

On behalf of the Ballarat and Queen's Old Grammarians' Association, we are proud to be supporting the first year of our career networking and mentoring program, which we hope will enable experienced Old Grammarians to support younger Old Grammarians through the early stages of their career development. In my career so far, I have experienced the transformative impact of mentoring, and I am excited we can facilitate this opportunity for others.

Building on the success and growth of our Careers events over the past few years (including our Year 10 City Cite experience and our Careers Breakfasts), our goal is to harness the Old Grammarian network of experienced individuals to provide support, career development and networking opportunities for Old Grammarians.

We hope to begin this pilot program with a small number of mentees and mentors and with your support and feedback, offer this program into the future and build this great network into something even more rewarding for our Old Grammarians.

I want to thank all our mentors and mentees, particularly our mentors, who have generously offered to give up their time and share their expertise with our mentees.

I am pleased to introduce Jill Coote (OG 1981), the Head of Careers at Ballarat Grammar, who will work with our Development team, Gemma Kelly, and Travis Polkinghorne, to lead this exciting program.

I wish you well on your mentoring journey.

Tom Hunt

President, Ballarat and Queen's Old Grammarians' Association
Commerical Lawyer



“In my career so far, I have experienced the transformative impact of mentoring, and I am excited to be able to facilitate this opportunity for others.”

PROGRAM OVERVIEW

The Ballarat and Queen's Old Grammarians' Career Mentoring Program is designed to support young Old Grammarians who are in the early stages of their careers or looking for new opportunities.

This program brings mentoring and career networking together to:

- + Support Old Grammarians to establish lifelong professional connections and build networking, and career strategy skills by connecting with a mentor in a relevant field; and
- + Allow experienced Old Grammarians to share their time and valuable expertise and to make real contributions to the career progression of a young Old Grammarian.

Mentees are matched with a suitable mentor who provide one-on-one mentoring with a focus on industry knowledge, networks, career planning and personal development.

The connection, guidance and inspiration provided by the mentors assist mentees in transitioning to the workplace and beyond.

Communications about this program will be via email and LinkedIn. All participants will be invited to join the 'OG Career Mentoring Community' group on LinkedIn.

PROGRAM DATES:

Late January	Applications open
Early March	Applications close
Late March	Mentor/mentee matches completed
Early April	Launch event
April - October	Mentor/mentee meetings
Mid July	Mid-program check-in
Late October	Program concludes





TIME COMMITMENT

The program runs for six months, from April to October.

Your time commitment will vary depending on your availability. As a guide, we ask for the following commitment for the six-month duration of the program:

- + 1 hour per fortnight (mentor/mentee meetings in person or online/phone)
- + Attendance at two events (approx. 2 hours each) – all mentors and mentees are encouraged to attend both events if possible
- + Mid-program check-in for mentors/mentees (as required)

INFORMATION FOR MENTORS AND MENTEES

The program connects mentees with an Old Grammarian mentor working in a relevant industry/interest area and aims to support them in transitioning from graduation or qualification into the workforce. We will be matching mentors and mentees in March.

- + The program will run from April to October
- + Mentors and mentees are encouraged to meet face-to-face, four to six times over the course of the mentoring program
- + We recommend face-to-face meetings are to be supported by regular contact via phone, email or video call as agreed upon by mentors and mentees
- + Mentors and mentees are required to attend the program induction
- + If possible, mentors will invite their mentees to at least one professional experience. This could be an opportunity to shadow you in the workplace or attend a networking event or meeting

TIPS FOR HOW TO BE A SUCCESSFUL MENTEE

Below are some suggestions that might help you to get the most out of this program over the coming months:

- + Be open to challenges, new ideas and ways of thinking
- + Set goals - decide what you want from this program, define objectives, and discuss with your mentor
- + Be organised, proactive and responsive - plan activities, keep each other informed and agree on a plan
- + Communicate effectively, be reliable and on time
- + Share openly - discuss your career goals, challenges, interests, and worries
- + Be receptive and open to feedback/coaching – ask questions, reflect on advice, and actively follow up
- + Assess your progress - keep track of your goals and action plans

- + Be realistic - understand the time your mentor has available, and work with them to decide the best time, location and format that will work best for both

TIPS FOR HOW TO BE A SUCCESSFUL MENTOR

Below are some suggestions that might help you to get the most out of this program over the coming months:

- + Be an active listener and help your mentee to find their solutions
- + Guide your mentee to identify their goals and keep them on track
- + Help your mentee challenge and extend themselves to think outside the box and consider new ideas or career pathways they may not have considered before
- + Be encouraging and supportive, allowing your mentee to develop confidence in themselves
- + Build trust and be open and honest, and share details of your journey and experiences
- + Be patient, non-judgmental and tolerant
- + Help your mentee to make connections - introduce your mentee to people in your professional network
- + Provide constructive feedback to your mentee

**“Share details
of your journey”**

GETTING STARTED

We aim to match all applicants; however, this may depend on the number of mentors and the interest areas of the mentees.

When matching mentors and mentees, we look at areas of study, professional experience, and interest areas of both individuals and try to match accordingly.

You will hear from our team, with the outcome of your application. If we can match you with a mentoring partner, you will receive an introductory email on this date. If we are unable to match you with a mentor/mentee, we may contact you with further opportunities.

After you receive this introductory email, you will then need to:

- + Join the 'OG Careers Mentoring Community' group on LinkedIn – you will be sent a link to join this group.
- + Mentees: search the group for your mentor and send a direct message via LinkedIn to introduce yourself and connect. Exchange contact details.
- + Arrange a time for your first meeting – remember you will meet each other at the Careers Mentoring Program Launch event.
- + Make a list of your goals for participating in this program.
- + Make a note of the key two or three things you would like to find out about your mentor/mentee.

“Make a list of your goals for participating in this program”



THE FIRST MEETING

Here are some tips for your first meeting to get your mentoring relationship off to a good start and to help you along the way.

Use this as a checklist to guide you in establishing an excellent mentorship and making the most of your time together.

Generally, the first meeting allows the mentee and mentor to meet face-to-face and get to know each other.

Don't put too much pressure on yourself and your mentor/mentee to identify all the solutions at your first meeting. Use this first hour to get to know one another and build trust. You have six months ahead of you to work together and achieve your goals – don't expect it to be wrapped up in the first hour!

1. SET GOALS

Before the first meeting, it is a good idea to brainstorm your short, medium or long-term goals – don't be afraid to list anything and everything! This will help you focus, give you a sense of purpose, and for your mentor to understand where you want to head in your career.

It is helpful to prioritise the goals you wish to work on with your mentor. Use the S.M.A.R.T. tool to help guide your goal setting (S – specific, M – measurable, A – achievable, R – relevant, T – time-bound).

- + What do you want to get out of this program? Write down 2-3 goals and refer to this list over the next six months. Be honest and upfront.
- + Mentors: are there any opportunities, events, or meetings coming up that would be beneficial for your mentee to join?
- + Mentees: is there something coming up that would be helpful for your mentor to know (e.g. promotion opportunity, performance review, job application, etc.)

2. INTRODUCTIONS

Get to know each other by starting with an introduction of yourselves. Below are some topics and suggested questions that might help start the conversation:

Schooling

- + Talk about your time at Ballarat Grammar – share your memories. You may be surprised at each other's reflections.

Career

- + Talk about your career – what is your current role, organisation, responsibilities, team, and career pathway?
- + Talk about any relevant study that you've completed (i.e., TAFE/ undergraduate/postgraduate)
- + What have you done to develop your career?
- + What are your strengths? Where do you need additional development/skills?
- + What are your career goals?
Short-term (12 months)
Mid-term (2 – 3 years)
Longer term (5 years and beyond)
- + Who had the most significant impact on your choosing this career?
- + What are the things you find personally rewarding in your career?
- + What does a day in your life look like?
- + What are your biggest professional challenges?
- + What are you most proud of in your career?

Networking

- + What types of networks would you like to develop/have developed?
- + Who helped you to get into this field through networking or otherwise?
- + What professional associations or organisations are helpful to belong to in this field?

Industry

- + What terminology or ideas should I remember when applying for a job in this field?
- + What do younger people need to do to stand out in your industry?

Personal

- + What are the things you find frustrating, and how do you manage these?
- + What's the most effective daily habit you possess? How do you achieve a work-life balance?
- + Exchange information about background, interests etc.
- + What are your interests or passions outside work?
- + What have you learnt from other mentoring experiences in your life?

3. PROGRAM LOGISTICS

We all know communication is key to a good relationship, but logistics are just as important!

Once you have started to get to know each other, have a conversation about what you both hope to achieve in this program and your personal preferences.

Make sure you spend 10-15 minutes of your first meeting discussing these points:

- + Outline any skills and goals you hope to achieve and ways you will continue to review these.
- + Frequency and length of meetings, locations of meetings (we recommend about 1 hour every six weeks). Schedule your next two meetings and ensure you've always booked the next meeting.
- + How do you prefer to communicate with each other (via email, LinkedIn, Facebook, phone etc.)?
- + Determine your arrangements for communication and agreement on notice given for cancellation, i.e. if you are unable to attend a meeting or are running late, and what the process is.
- + Create an action list to make a note of any follow-up for the next meeting. Share this between sessions to keep track of what you've committed to.
- + Are there any times you are unavailable over the next six months (e.g. work or personal commitments)?
- + Discuss any potential conflicts of interest.
- + Talk about confidentiality – it is essential that both parties treat conversations as private and confidential.
- + Any other ground rules (e.g. openness, punctuality, off-limit topics).

PROGRAM SUPPORT

We are excited at the opportunities this program will provide and are hopeful that it will be of benefit to Old Grammarians not only individually, but also as a community.

This is a pilot program, so we welcome any feedback as this program progresses.

Should you have any questions or concerns throughout the program, please contact:

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