



Australia Awards

Australia Awards PNG Women Alumni Mentoring Initiative 2021-2022

Mentee Information Sheet

Thank you for your interest in participating as a mentee in the Australia Awards PNG (AAPNG) Women Alumni Mentoring Initiative 2021-2022. This initiative will provide a support mechanism for you as an alumna of Australian education and Australian Government-funded education initiatives in Papua New Guinea (PNG) to build your confidence, leadership capability and increase your contributions to the development of PNG. This initiative will involve women alumni who are financial members of the PNG Australia Alumni Association (PNGAAA) from across the Public, Private and Civil Society sectors.

This is an exciting initiative for AAPNG in collaboration with the PNGAAA which will provide you the opportunity to develop your skills and knowledge. As a mentee we would like you to undertake several activities including:

- Engage in a one-on-one mentoring partnership with a mentor commencing on 9 April 2021, for a minimum of one year. Your mentor may be from the same industry and sector as you or from another sector
- Participate in a two-hour virtual mentee training workshop facilitated by Mentoring Specialist Dr Lesley Petersen on 7 April 2021
- Meet with your mentor for an hour once a month at the minimum. You can decide together with your mentor to meet more frequently
- Use the mentoring meetings to work on specific areas of professional development which the mentor can support you in
- Maintain a mentoring log in which you document your goals, actions you are undertaking to accomplish your goals and the outcomes you achieve
- Participate in bi-monthly mentees' Community of Practice (CoP) meetings, hosted on 360Alumni
- Participate in one-on-one and focus group discussions to provide feedback on your mentoring experience
- Provide regular feedback throughout the program regarding your mentoring experience and learnings from participating in this initiative including any challenges and successes

Qualities of a Mentee

To ensure you get the most value from the mentoring support, it is important to recognise the skills and qualities you bring to the mentee role and your mentoring partnership. The key skills and qualities of effective mentees include:

- Being goal-oriented and motivated to succeed
- Have a willingness to learn and being open to perspectives that may differ from your own
- Coming prepared to each mentoring meeting
- Commitment to the mentoring partnership
- Respecting the value your mentor is providing
- Being a clear, authentic communicator, listening actively and being prepared to ask questions to your mentor
- Take responsibility for your own learning
- Developing trust in your mentoring partnership

Benefits for you as a Mentee

There are numerous benefits for you as a mentee. Working with a trusted mentor can benefit you on a personal and professional level by helping you to:

- ✓ **Gain valuable insight** – Mentors can offer valuable insight into what it takes to develop professionally and set goals for future career plans. They can be a guide, helping you decide on the best course of action in challenging situations
- ✓ **Develop knowledge and skills** – The mentor can help you identify the skills and expertise you need to succeed
- ✓ **Improve communication skills** – Your mentor can assist you in enhancing and developing your current communication skills
- ✓ **Learn new perspectives** – You can learn new ways of thinking from your mentor just as your mentor can learn from you
- ✓ **Build professional networks** – The mentor can offer you opportunities to expand your existing network of personal and professional contacts
- ✓ **Advance their career** – A mentor helps you stay focused and on track in your career through offering advice, supporting skill development and expanding networking opportunities

Please complete the **Mentee EOI Form** (attached) and return to Alumni@australiaawardspng.org

Further information about the program is available by visiting the PNGAAA website:
www.pngaaa.org