



Australia Awards

Australia Awards PNG Women Alumni Mentoring Initiative 2021-2022

Mentor Information Sheet

Thank you for your interest in participating as a mentor in the Australia Awards PNG (AAPNG) Women Alumni Mentoring Initiative 2021-2022. This initiative will provide a support mechanism for women alumni of Australian education and Australian Government-funded education programs in Papua New Guinea (PNG) to build their confidence and leadership capability and increase their development contributions to PNG. Your guidance and mentorship will be integral in providing this support. This initiative will involve women alumni from across the Public, Private and Civil Society sectors.

This is an exciting initiative for AAPNG in collaboration with the PNG Australia Alumni Association (PNGAAA). As a mentor in the program we would like you to undertake several activities including:

- Engage in a one-on-one mentoring partnership with a mentee commencing on 9 April 2021. Your mentee may be from the same industry and sector as you or from another sector
- Meet with your mentee for an hour once a month at the minimum. You can decide together with your mentee to meet more frequently
- Participate in a four-hour virtual mentor training workshops facilitated by Mentoring Specialist Dr Lesley Petersen on 6 April 2021
- Participate in bi-monthly mentors' 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 your learnings from participating in the program including any challenges and successes

Qualities of an effective Mentor

To ensure that the mentoring support you offer your mentee is effective and has lasting value, there are several key skills and qualities you need to bring to the mentor role and your mentoring partnership. The key skills and qualities of effective mentors include:

- Willingness to share your knowledge, experience and expertise
- Being open to your mentee's perspectives that may differ from your own
- Being approachable and available
- Commitment to the mentoring partnership
- Open to learning from your mentee
- Be a clear, authentic communicator, listen actively and be prepared to ask questions of your mentee to help them set and achieve their goals
- Provide constructive feedback and be open to receiving feedback from your mentee
- Being genuine and empathic
- Developing trust in your mentoring partnership

Benefits for you as a Mentor

There are numerous benefits for you as a mentor and for your mentee. Becoming a mentor can benefit you on a personal and professional level by helping you:

- **Build your leadership skills** – It helps you develop your ability to motivate and encourage others

- **Improve your communication skills** – Your mentee may come from a different background or environment, the two of you may not "speak the same language" which may require you to find a way to communicate more effectively as you navigate your way through the mentoring relationship
- **Learn new perspectives** – By working with someone less experienced and from a different background, you can gain a fresh perspective on things and learn a new way of thinking
- **Advance your career** – Refining your leadership skills can strengthen your practice
- **Gain personal satisfaction** – It can be very fulfilling to know that you have directly contributed to another person's growth and development. Seeing your mentee succeed as result of your support is a rewarding experience

Benefits for the Mentee

There are also many benefits for the mentee by engaging in a mentoring partnership. A trusted mentor can help the mentee 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 the mentee decide on the best course of action in challenging situations
- ✓ **Develop knowledge and skills** – The mentor can help the mentee identify the skills and expertise they need to succeed
- ✓ **Improve communication skills** – Assisting the mentee to enhance and develop their communication skills
- ✓ **Learn new perspectives** – The mentee can learn new ways of thinking from their mentor just as the mentor can learn from them
- ✓ **Build professional networks** – The mentor can offer the mentee opportunities to expand their existing network of personal and professional contacts
- ✓ **Advance their career** – A mentor helps the mentee stay focused and on track in their career through offering advice, supporting skill development and expanding networking opportunities

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

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