

# Mentoring Program

## Participant Guidelines 2023

Melbourne School of Population  
and Global Health



THE UNIVERSITY OF  
MELBOURNE

**Navigating a successful and rewarding career involves a proactive approach from individuals and the support of their organisation. The Melbourne School of Population and Global Health (MSPGH) recognises the unique and vital contribution that all academic and professional staff make to the success of the School.**

**The MSPGH Mentoring Program connects staff with other professionals with specifically matched skills to support their identified goals and to provide guidance in achieving them.**

The mentoring program is a six-month commitment that includes meetings between a matched mentor and mentee, online and face-to-face training for both mentors and mentees, and optional professional development sessions. Mentors and mentees will be matched according to their area of expertise, their career goals, experience and interests.

The program connects staff of all levels, across both academic and professional members at the Melbourne School of Population and Global Health, with a mentor drawn from current, honorary and alumni staff within the MSPGH and other Schools and Faculties at the University of Melbourne, and with mentors from partner universities and organisations. The program size can be limited by the number of available mentors. Students and honorary staff are not eligible to be mentees in the program at this stage, though honoraries may become mentors.

The one-to-one mentoring structure fosters relationships between staff looking to develop their career or professional skills with experienced practitioners. It also offers the opportunity to discuss career aspirations and identify developmental areas whilst gaining advice and support in a safe and supportive interaction. This structured program is available to staff and is aimed at complementing existing or other informal opportunities and networks that staff members engage with.

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# Overview

**Each mentoring relationship will be different and the approach you take will vary depending on your individual goals and experiences.**

While our mentoring program is facilitated, it is intended to be flexible, and it is up to each individual mentoring pair to decide on the format, frequency and formality of the mentoring relationship.

As a guide, we ask all participants to commit to at least four meetings over the course of the mentoring program roughly on a six-week schedule.

The program runs for 6 months from June to November 2023.

The program begins with an introduction/training workshop in June and closes with a final session in November.

During the 6-month program, professional development opportunities are provided as optional add-ons to both mentors and mentees. The themes of the sessions are directed by the cohort's identified growth areas and suggested topics.

The program is facilitated by a Program Manager who is the central point of contact for mentees and mentors. Mentoring partners connect via whichever medium they are comfortable with e.g., email, Zoom, in-person sessions, MS Teams.

COVID-19: Please follow University and Government guidelines for in-person interactions.

# Program Requirements

## Participants are expected to:

- Read the program guidelines, policies and any training resources as directed
- Meet at least 4 times over the mentoring period
- Agree on a mentoring schedule and objectives
- Attend meetings and follow up with action items
- Be professional, respectful and observe confidentiality
- Be punctual and provide adequate warning of changes to plans
- Respond to communications in a timely manner
- Participate in required evaluations and provide feedback
- Contact the Program Manager at any point throughout the program if you have any concerns or questions.

### PRE PROGRAM

- Read the guidelines and understand your commitment
- Submit application
- Add introduction session dates to your diary

### MATCHING

- Match confirmation
- Attend introduction session
- Review resources to assist you to plan your program

### INITIAL MEETING

- Set mentoring goals
- Agree to a meeting schedule
- Complete survey
- Contact Program Manager with any concerns

### ONGOING MEETINGS

- Work on goals
- Consider attending professional development sessions
- Complete mid-point survey

### END OF PROGRAM

- Complete surveys
- Conduct final meeting
- Attend closing event

# How it works

**Mentees** lead the mentoring relationship and are expected to be prepared, engaged and open to feedback.

## MENTEES

- Are responsible for driving the mentoring partnership
- Make initial contact and set up meetings
- Reflect on mentoring objectives prior to meeting their mentor (provided in the Induction Pack)
- Bring the agreed mentoring schedule and discussion to their first meeting
- Are open to feedback and receptive to listening and learning from their mentor
- Are authentic and open to sharing their career goals, identified growth areas and interests
- Spend time reflecting on the advice and knowledge shared during meetings
- Come prepared for meetings and are proactive and engaged
- Are reliable and value their mentors time by communicating well and keeping their commitments

## MENTORS

Help mentees to find their own solutions to problems, rather than simply giving advice or instruction

- Challenge mentees' preconceptions and assumptions of themselves and their understanding of professions, career paths and study choices
- Encourage mentee to build confidence in themselves, their choices and their abilities
- Are open to sharing their own experiences and stories
- Are patient and non-judgemental providing a safe place to test ideas
- Are sensitive and open to people of all cultural backgrounds, ages, language abilities and genders
- Practice active listening

**Mentors** challenge, motivate, inspire and encourage mentees to achieve their goals.

# Getting started

## Matching

Mentees and mentor pairs will be matched through a confidential process based on information provided on your application. Every effort is made to ensure mentees' interests are aligned as closely as possible with those of the mentor, to ensure a mutually beneficial arrangement.

Nevertheless, some degree of flexibility and understanding on the part of mentor and mentee may be required, and a willingness to embrace the opportunity should you be matched with someone with different interests.

## Setting goals

Prior to the first meeting, all mentees should reflect on their career goals and their mentoring objectives. Not everyone may have their career mapped out, in fact it is OK to reach the conclusion you don't have a career goal and would like assistance finding the right path for you.

To assist deciding on a focus for your meetings, mentees will be provided with resources once they are accepted into the program which will assist them in planning their objectives from the program.

## Training sessions

As part of the mentoring program, mentors and mentees are asked to participate in and/or view any in person or online workshops.

An introduction training program will be held across the 8th and 9th June. Session times are provided upon registration. Participation in this workshop is a requirement of the program for mentees. Mentors are encouraged to attend if possible.

## Meetings

It is the mentee's responsibility to make the initial contact with the mentor and organise ongoing meetings.

Mentors and mentees are expected to meet at least 4 times during the mentoring period.

If mentees are having trouble contacting their mentor (e.g., after two attempts), contact the Program Manager.

# Policy and Procedures

## No fault clause

Incompatibility and change are part of life. If either the mentor or the mentee or both, face difficulties with their mentoring relationship or circumstances change and they can not see out the end of the program, the first step is to contact the Program Manager as soon as possible.

By exploring issues objectively, some problems can be diffused at an early stage. If this is not possible, the program operates with a 'No Fault' clause, which enables either the mentor or the mentee to end the mentoring relationship without any blame attached.

In this case, after speaking directly to the Program Manager, participants must notify their mentoring match of their decision to end the relationship.

## Privacy

All contact details will be maintained confidentially, and access limited in accordance with the University's [privacy policy](#).

## Duty of Care

Mentees and mentors must agree to behave in a professional, lawful, ethical, and responsible manner at all times. Anyone who experiences any uncertainty or discomfort with the mentoring relationship should contact the Program Manager immediately. We will then contact you to discuss your concerns.

## Participation

The Program Manager and relevant department team have the right to at its sole discretion, terminate or revoke the invitation to the mentor or mentee.

## Code of Conduct

Participants of the MSPGH Mentoring Program are requested to adhere to the following code of conduct:

- Observe confidentiality at all times
- Maintain professional standards of behaviour and safety
- Treat others with courtesy, be respectful and non-judgmental
- Fulfil agreed commitments
- Assist with evaluation and feedback
- Contact the Program Manager with any concerns or difficulties.

## Grievance procedure

In the first instance, participants should discuss the issue with the Program Manager. If the participant does not feel the matter is resolved they should then discuss the complaint with the Head of School. Complaints and grievances will be dealt with according to University of Melbourne procedures.

## Evaluation

Feedback is welcome and encouraged throughout the duration of the program. Formal evaluation will be undertaken at the commencement, during the program and at the end of each program intake.



## Occupational Health and Safety and COVID-19 Policy

Mentors should be aware of the relevant occupational health and safety requirements where the mentee visits their workplace as part of the mentoring program. This may require the mentee to be inducted into the occupational health and safety orientation process of the work environment as relevant and will require the mentor to ensure that the mentee's health and safety is not at risk while at the workplace. The University expects that the mentor's workplace will have the requisite public liability insurance with respect to accidents that may occur at the workplace. Mentees should comply with relevant occupational health and safety requirements while at the mentor's workplace as notified to them by the mentor.

Mentors and mentees should be aware of the COVID-19 training requirements within the spaces that meetings are conducted. Please refer to local level SOPs and the University directions by visiting the [website](#). For further information about occupational health and safety generally, please visit the Worksafe Victoria [website](#).

NB: Please note this would not apply if you were meeting in a public place.

## Program contact

If you would like any further information about mentoring in general, please contact the Program Manager or the MSPGH Mentoring Advisory Group as listed below:

### Program Manager

Dr Angela Nicholas

### MSPGH Mentoring Advisory Group

Professor Rob Moodie

Professor Eva Alisic

Associate Professor Gregory Armstrong

Dr Natalie Carvalho

Dr Marissa Shields

Ms Rose Story

Ms Amy Bhagwandeem

Ms Erika Martino

## Contact information

**Email:** [mspgh-mentoring@unimelb.edu.au](mailto:mspgh-mentoring@unimelb.edu.au)

**Phone:** +61 3 9035 9663

**Website:** <https://mspgh.unimelb.edu.au/about/mentoring-program>

Mentoring Program

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