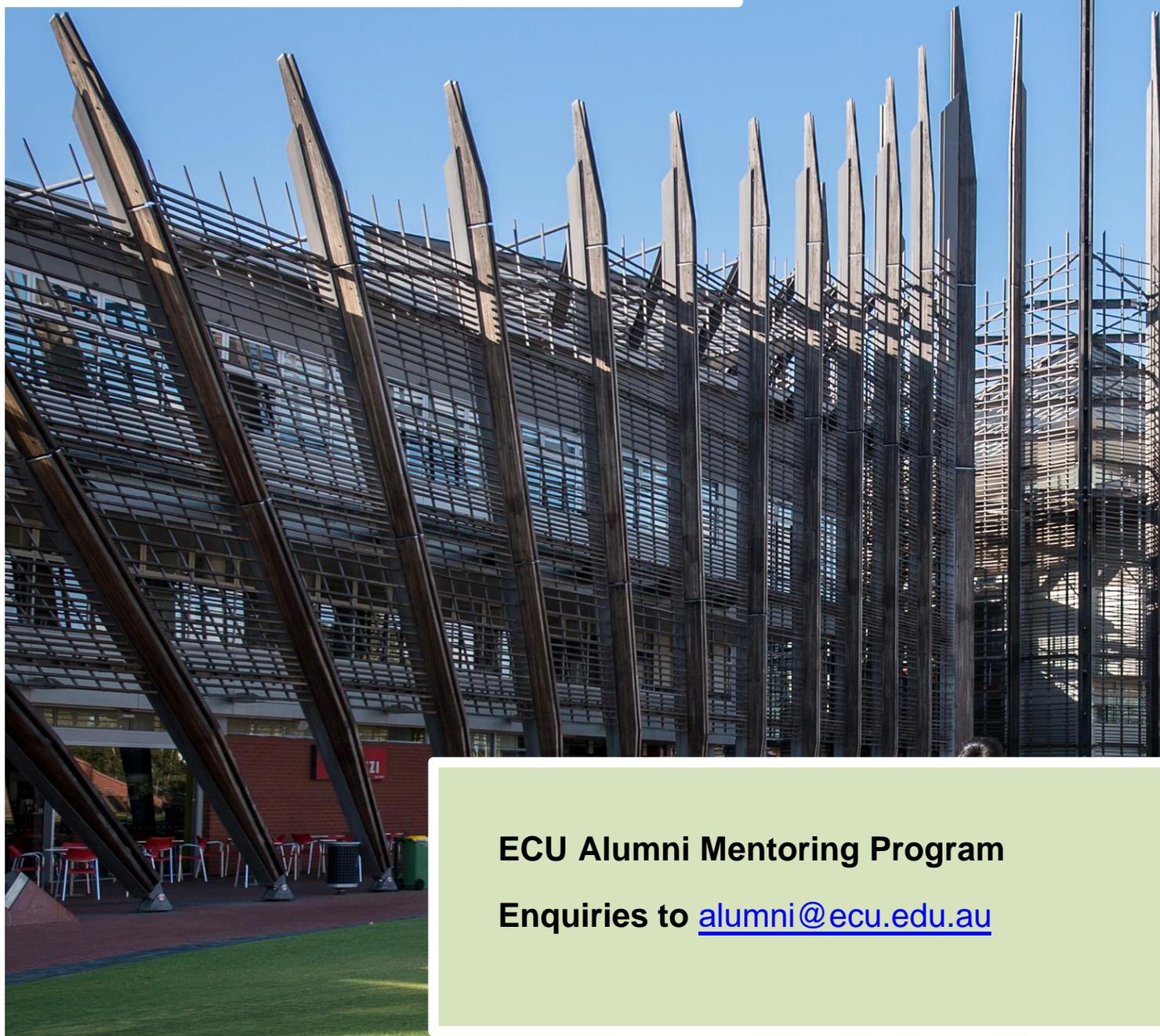


# ECU Alumni Mentoring Program

## Mentor Handbook



**ECU Alumni Mentoring Program**

Enquiries to [alumni@ecu.edu.au](mailto:alumni@ecu.edu.au)

## Welcome to the ECU Alumni Mentoring Program

Thank you for volunteering your time to mentor students at Edith Cowan University (ECU). We appreciate your commitment to provide industry knowledge and experience to our students, which will help prepare them for the workforce post-graduation.

The purpose of this program is to provide opportunities for alumni to share their wealth of professional and life experience with current ECU students to help them make the transition from university to their career.

This handbook provides support and guidance for you to be an effective mentor.

If you have any questions or concerns during the program, please contact the program coordinator.

Amy Hold  
Manager, Alumni Relations  
Phone: (08) 6304 2761  
Email: [alumni@ecu.edu.au](mailto:alumni@ecu.edu.au)

If the program coordinators are not available to assist, please contact ECU's Careers and Leadership Services team at [careers@ecu.edu.au](mailto:careers@ecu.edu.au) or on (08) 6304 5899.

## Program Goals

The program goals include:

- Increase ECU students' knowledge of industry/professional workplaces.
- Improve the job-readiness of ECU students.
- Offer ECU alumni the opportunity to give back to the community.
- Offer ECU alumni the opportunity to develop their own mentoring, coaching, leadership, interpersonal and communication skills.

## Benefits of the Program

By taking part in the mentoring program, participants will have the opportunity to achieve numerous benefits.

### Mentors

- Satisfaction from making a difference in the career development of someone new to their career.
- Satisfaction from giving back to the ECU community through helping current students and nurturing the leaders of tomorrow.
- Satisfaction from contributing towards the enhancement of ECU's reputation.
- Development of their leadership, interpersonal and mentoring skills.
- Professional networking opportunities with other mentors through events.
- Engaging in a volunteering opportunity, valued by employers.

### Mentees

- Opportunities to explore career options and aspirations with experienced professionals.
- Access to inside knowledge of business, industry and government.
- Insightful information and advice on leadership, management and workplace relations.
- Access to the experiences of experienced professionals for guidance in time management, communication, negotiation, problem solving and networking skills.

## Program Structure

The program will run for six months. Mentors are asked to attend a one hour mentoring induction session on campus, followed by a meet and greet session where mentors and mentees are introduced to each other. This will act as the first mentor meeting.

It is then anticipated there will be **at least two more face-to-face meetings** between each mentee-mentor pair throughout the program. These meetings are to be arranged by the mentee-mentor pair at your mutual convenience. Each pair determines the mode and frequency of communication in addition to these meetings; if it works for both parties, you may use email, phone and/or Skype to stay in touch.

Mentors and mentees will also be asked to participate in an end of program evaluation and provide a testimonial about your experience. Finally, an end of program function attended by all mentors and mentees will provide an opportunity to reflect on the achievements of the programs objectives.

## What is Mentoring?

### **Mentoring is:**

- A process of helping an individual gain more practical understanding through the shared knowledge of someone more experienced.
- A one-to-one learning relationship, where the mentor either has experience or expertise in a particular area, provides information, advice, support and feedback to the mentee.
- An educational process where the mentor serves as a role model, advisor who provides opportunities for professional development, growth and support to less experienced individuals.
- Based upon encouragement, constructive comments, openness, mutual trust, respect and a willingness to learn and share.

## Characteristics of Effective Mentoring

### **Effective mentoring involves the mentor and/or mentee:**

- Formally completing the ECU Alumni Mentoring Agreement together.
- Agreeing on the method, frequency and response time for communication.
- Fulfilling commitments or providing adequate notice of changes.
- Listening with empathy, while being objective and non-judgemental.
- Sharing experiences and learning from both successes and failures.
- Developing a professional relationship by being honest and respectful.
- Observing confidentiality and professional standards of behaviour and safety.

## Activity: Boundaries and Confidentiality

Being a mentor is different to being a boss, colleague or simply a friend. The mentor-mentee relationship is a professional relationship that requires clear boundaries and the maintenance of your mentee's confidentiality.

SCENARIO	YES	NO	EXPLANATION
1. Your mentee asks if you want to meet at their house at 9pm Friday night instead of at the café on Friday morning as planned.			
2. Your mentee asks you to help them with their assignments due to your expertise in the industry.			
3. It is your birthday. Your mentee wants to buy you a gift. Do you accept it?			
4. Your mentee wants to shadow you at work every day to find out more about what you do.			
5. Your mentee tells you she is depressed. Do you discuss this with anyone?			
6. Your mentee asks you a very personal question about your life. Do you tell him/her?			
7. Someone you know is a friend of your mentee and wants to know whether or not he/she is passing his/her units at uni. What do you say to them?			

## Role of ECU

### ECU will:

- Match mentors and mentees through a confidential process based on the information provided on the registration form.
- Ensure the Mentoring Agreement is returned to the University.
- Ensure contact details and submitted information are treated confidentially according to the University Privacy Policy.
- Ensure mentors and mentees are aware of their roles and responsibilities before and during the mentoring relationship.
- Monitor all mentoring arrangements through regular contact with mentors and mentees and provide assistance where required.
- Deal promptly with all matters raised by mentors and mentees.
- Organise events which provide alumni and students with the opportunity to meet each other and expand their network with other mentors and mentees.

## Some Dos and Don'ts of Being a Mentor

### DO

- Encourage and motivate your mentee
- Share your knowledge and experiences
- Set boundaries
- Provide feedback

### DON'TS

- Provide academic support
- Criticise your mentee
- Parent your mentee
- Neglect agreed commitments without explanation

## Your Mentoring Agreement

The mentoring agreement is to be signed by both the mentor and mentee at the initial 'meet and greet' session.

The purpose of this agreement is to formalise the relationship between the mentor and mentee in respect of the mentee's goals and objectives, and the frequency and type of communication between the mentor and mentee.

The agreement also signifies the mentor's and mentee's acceptance of the Code of Practice and the confidentiality and release clauses.

It also signifies the mentor's and the mentee's awareness and understanding of the mentoring essentials, policies and procedures.

## Questions, Concerns and Feedback

If you have any questions or concerns regarding the program, what is expected of you as a mentor, or to help you resolve an issue, please feel free to ask at any time. The Program Coordinator is happy to be contacted via email or phone.

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Manager, Alumni Relations  
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Thank you for your participation.