

**MENTORING PROGRAM**

ICON NSW

# APPLICATION PACK 2018

The ICON mentoring program is designed to provide a platform through which industry mentors can provide career advice and support to aspiring B2B professionals.

OBJECTIVES AND BENEFITS FOR MENTEES

### The program encourages mentees to:

* Identify career goals and create strategies to achieve these goals
* Receive advice, networking opportunities and career support

### There are both immediate and long-term benefits for mentees:

* Strategies and tools for achieving career aspirations.
* A stronger sense of professional self
* Increased self-esteem and confidence
* Improvement in existing skills and development of new skills
* An insight into leadership and management roles
* Increased networking opportunities

# MENTEE

RESPONSIBILITIES

### Mentees are required to:

* Confirm the date, time and location for each meeting with the mentor.
* Buy the coffees!
* Come to each meeting with a goal, topic or question to discuss so as not to waste mentor's time (ideally communicated to the mentor ahead of time so that they have time to consider the points for discussion).
* Actively and conscientiously, pursue strategies and plans.

# BENEFITS FOR MENTORS

### Mentors will benefit from:

* Developing their own leadership skills while helping others to develop

theirs

* Learning from mentees’ innovative ideas and concepts
* Developing creative solutions to challenges presented by the mentee
* Helping to shape the careers of other B2B professionals in the industry
* Giving back to the industry which they have been part of for many years

# MENTOR RESPONSIBILITIES

### Mentors should:

* Empower the mentee: ensure the mentoring relationship is driven by the needs of the mentee – increasing their understanding of and ability to handle challenges on their own.
* Actively listen and explore scenarios: act as a sounding board, helping mentees explore where a course of action might lead, while ensuring that mentees retain ownership of the challenge/opportunity and the decision about how to best manage it.
* Provide feedback: mentors listen for both facts and feelings and provide feedback on the whole message.
* Provide information: personal insight, options and ideas at a time when the mentee is ready for them.
* Context shift: help mentees become more self-aware.
* Remain objective: provide clear, non-judgmental descriptions of what they observe the mentee doing or intending to do.
* Provide encouragement.
* Help the mentee explore options relative to their career path.

# RULES AND ETHICS

* Mentee to shout coffee at the meeting!
* Either party to give 24 hours' notice when moving an agreed meeting
* Confidentiality to surround every aspect of every meeting and communication
* Do not engage in conduct that is unlawful, dishonest, unprofessional or discriminatory
* If either party has any concerns during the program, please contact your ICON Mentoring Program Committee Member:

PROGRAM TIMING AND STRUCTURE

### The program will run from September 2018 to March 2019, with approximately one scheduled meeting each month (for approximately six meetings).

* The suggested length of each meeting is one hour, and can be arranged as is suitable for the mentor and mentee; we suggest catching up at a café over coffee.
* Additional communication may include phone or email interaction, depending what is agreed upon by both parties.

**APPLICATION FORMS**

# MENTEE APPLICATION

|  |  |
| --- | --- |
| **MENTEE’S PERSONAL DETAILS** | |
| **FULL NAME** |  |
| **JOB TITLE** |  |
| **COMPANY** |  |
| **OFFICE ADDRESS** |  |
| **OFFICE PHONE AND MOBILE** |  |
| **EMAIL** |  |
| **YEARS’ EXPERIENCE IN PROFESSIONAL SERVICES** |  |
| **LINK TO LINKEDIN PROFILE** |  |

|  |  |
| --- | --- |
| **MENTEE’S CAREER SUMMARY** | |
| **PREVIOUS POSITION** |  |
| **JOB TITLE** |  |
| **COMPANY** |  |
| **LENGTH OF TENURE** |  |
| **BRIEF CAREER AND EDUCATION PROFILE INCLUDING ANY SPECIFIC GOALS** |  |

MENTEE APPLICATION

|  |  |
| --- | --- |
| Junior Program ⃞ | Senior program ⃞ |
| Why do you want to be involved in the ICON mentoring program? | |
|  | |
| What are you looking for from your mentoring relationship? | |
|  | |
| What are the characteristics of your ideal mentor? | |
|  | |
| Ideally, what type of organisation would your mentor work for (Legal / Accounting / Engineering / Consulting)? | |
|  | |
| Ideally, what position would your mentor hold within their organisation? | |
|  | |
| Any other comments? | |
|  | |

# MENTOR APPLICATION

|  |  |
| --- | --- |
| **MENTOR’S PERSONAL DETAILS** | |
| **FULL NAME** |  |
| **JOB TITLE** |  |
| **COMPANY** |  |
| **LENGTH OF TENURE** |  |
| **OFFICE ADDRESS** |  |
| **OFFICE PHONE AND MOBILE** |  |
| **EMAIL** |  |
| **YEARS’ EXPERIENCE IN PROFESSIONAL SERVICES** |  |
| **LINK TO LINKEDIN PROFILE** |  |

|  |  |
| --- | --- |
| **MENTOR’S CAREER SUMMARY** | |
| **PREVIOUS POSITION** |  |
| **JOB TITLE** |  |
| **COMPANY** |  |
| **LENGTH OF TENURE** |  |
| **PROFILE INCLUDING ANY SPECIFIC GOALS** |  |

MENTOR APPLICATION

|  |  |
| --- | --- |
| Junior Program ⃞ | Senior program ⃞ |
| Why do you want to be involved in the ICON mentoring program? | |
|  | |
| What do you hope to bring to a mentoring relationship? | |
|  | |
| What are the characteristics of your ideal mentee? | |
|  | |
| Do you have any preference for the type of organisations your mentee would work for (Legal / Accounting / Engineering / Consulting)? | |
|  | |
| Any other comments? | |
|  | |

**MENTORING PROGRAM CONTACTS**

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