



Women in Mining SA



WiMNeT & WinRSA 2023 Mentoring Program

Mentee & Mentor Handbook



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Mentoring Program



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**Mentoring Program**

PART 1: Mentoring Program Overview

1.1 WIMnet and WinRSA Program History

This mentoring program is being coordinated in partnership by Women in Resources South Australia (WinRSA) and Women in Mining Network South Australia (WIMnetSA).

In 2015, the development of a mentoring program was highlighted as a critical element within the diversity space by both WinRSA and WIMnetSA as part of their strategic plans. The need for such a program was also regularly identified by members of both WinRSA and WIMnetSA as part of feedback mechanisms, making this an ideal opportunity for the two organisations to develop the mentoring initiative together.

Following on from the resounding success over the last eight years of this mentoring program, WinRSA and WIMnetSA are once again offering this program to support South Australia women within the mining and resources industry. It is designed to provide mentees with a much sought-after opportunity to connect with more experienced individuals, who are in a position to support them from a professional and personal development perspective. Participants have the opportunity to work directly with senior members of the industry.

1.2 Benefits of Mentoring

Mentoring offers benefits to both mentees and mentors alike. Mentees have an opportunity to gain practical knowledge and insight from a seasoned employee who has achieved a level of expertise they aspire to attain. Being outside their primary place of work also offers a safe space to ask questions the mentees may not want to ask in a work environment. Mentors have an opportunity to expand their repertoire of professional knowledge and skills through their instruction and facilitation of others. The important practices include: active listening, advanced coaching skills, questioning skills and providing feedback. Mentoring provides the mentors opportunities to practice and cultivate these skills, and sometimes even get feedback from the mentee.

In this program, mentees will be in a one-to-one mentoring relationship with a selected mentor for a period of six months. The focus of the program will depend on the needs of the mentee, but could include career development, expansion of networks, or assistance with particular skills or knowledge. Although the program only operates for the specified time, pairs are encouraged to discuss and decide if they wish to continue meeting after the conclusion of the program.

1.2 Program Expectations

This program was designed to connect to likeminded individuals that support females to develop in the Mining and Resources industry.

What we expect from both Mentors and Mentees

- Establish mentoring agreement (included below)
- Commit to a minimum of six engagements over the six-month period.
- Complete surveys throughout the program as presented at events and / or via email.
- If you are having issues with your mentor / mentee, attempt to resolve the issues directly first. If this is unsuccessful contact the co-leads of the mentoring program.
- Participation in this program is;

➤ **Voluntary**

Mentees and mentors can end the relationship at any time if either feels it is not working (it is expected that any issues are raised with the program co-leads prior to this occurring to identify what support is required); and is

➤ **A two-way process**

Mentors share their skills, knowledge, and experience with their mentee to enable them to explore their professional and personal situation, and mentees will work with their mentors to achieve the objectives agree on.



1.3 Roles and Responsibilities

Mentor:

Mentors take on many roles, agreement between the two parties need to be established at the commencement of the program. A mentor can be a:

- Guide
- Sounding Board
- Challenger
- Supporter and Encourager
- Confidante
- Career Coach
- Networking Facilitator

In practical terms, a mentee may want their mentor to:

- Offer an objective perspective on a variety of issues - which may include their career, current role, issues and challenges, relationships with significant people in their professional life.
- Listen carefully to the things that worry them and excite them.
- Help them solve their own problems by sharing experiences - the good and the bad.
- Act as a sounding board to help them develop their ideas.
- Provide support as well as challenge, to help them achieve their goals.
- Assist them make critical decisions by sharing wisdom but also helping them see alternatives.
- Give them unbiased guidance and support.
- Help them extend their networks in the industry.
- Encourage them and help them celebrate their successes.

Mentee:

A mentee should follow the same guidelines as a mentor, with the addition of:

- **Setting Career Objectives**

The mentoring relationship's main aim is to help the mentee determine the broad career and personal development objectives they want to achieve and to follow them through.

- **Demonstrate respect and consideration**

Recognize that a mentor's time and energy are precious, openly communicate with your mentor to ensure you are optimizing planned time together.

- **Drive the relationship**

Mentees are responsible for driving the relationship, setting the agenda and arranging mentoring meetings. Mentees should raise the issues they'd like to work on and find their own solutions for issues that they may be facing to discuss with their mentor.



1.3 Key Milestones for the Mentoring Program

Date	Milestone
21 April	Inform: Email distributed informing Mentee's & Mentors of CY23 pairing
22 April – 28 April	Action: Mentee's to make contract with their mentors prior to the welcome event
3 May	<p>Program Event: Attend Welcome Event</p> <ol style="list-style-type: none"> 1. Complete the Mentoring Agreement 2. Join the program exclusive Facebook page and introduce yourself to the team and what you are hoping to achieve in the program. 3. Book your 1st one-on-one mentoring session before the next program engagement <p>If you are unable to attend the welcome event, meet with your mentee / mentor in the week prior or post this event</p>
May (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the first meeting template 2. Book your next one-on-one mentoring session before the upcoming program engagement
13 June	Program Event: Attend Program Digital Engagement Session
June (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the ongoing meeting template 2. Book your next one-on-one mentoring session before the upcoming program engagement
11 July	Program Event: Attend Program Coffee Catchup (informal engagement)
July (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the ongoing meeting template 2. Book your next one-on-one mentoring session before the upcoming program engagement
8 August	Program Event: Attend Program Digital Engagement Session



August (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the ongoing meeting template 2. Book your next one-on-one mentoring session before the upcoming program engagement
12 September	Program Event: Attend Program Coffee Catchup (informal engagement)
September (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the ongoing meeting template 2. Book your next one-on-one mentoring session before the upcoming program engagement
10 October	Program Event: Attend Program Coffee Catchup (informal engagement)
October (date of your choosing)	<p>Action: Mentee's</p> <ol style="list-style-type: none"> 1. Complete the meeting template 2. Book your next one-on-one mentoring session before the final program engagement
21 November	Program Event Attend Program Completion Celebration Event



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Part 2: Program Resources

2.1 The First Meeting

The first meeting should be about establishing the relationship. We suggest you:

- Get to know each other.
- Identify what the mentee is hoping to achieve by being in a mentoring relationship and set goals and objectives.
- Agree when, where and by what means you will meet or be in contact, e.g. face-to-face, telephone, Teams/Zoom (video conference), email.
- How you will work together.
- Discuss confidentiality and trust
- Responsibility – who will do what?
- How you will resolve issues.
- In this section you have a list of tools which will help guide you through the first and subsequent mentoring sessions.

Please Note: You do not need to use any of the tools provided in this section or sign any agreements to participate in this program.

2.2 Mentoring Agreement

Name of mentor: _____

Name of mentee: _____

How often will we communicate?

How will we communicate?

Mentee's Top 3 Goals to work on with their mentor (use page 16 and 17 as guides):

1. _____

2. _____

3. _____

Mentee's Top 3 expectations for their mentor:

1. _____

2. _____

3. _____

Mentor's top 3 expectations for their mentee:

1. _____

2. _____

3. _____

2.3 Agreement on the mentoring process and the relationship

- The mentor and mentee acknowledge and understand the objectives of the program and agree to participate in the program in a conscientious, respectful, courteous and professional fashion, with good faith towards and the best interest of both parties.
- Mentor and mentee will agree appropriate boundaries for their relationship (including the communication and expectations detailed above) and not impose beyond what has been agreed.
- Confidentiality and mutual trust are critically important for both parties in a mentoring relationship. The mentor and mentee agree that during the course of the program they may become acquainted with or have access to confidential information of the other party and agree, that both during and after the program, to maintain confidentiality. The mentor and mentee agree that, they will not, both during and after the program for whatever reason, make improper use of this confidential information acquired by virtue of the program to gain directly or indirectly an advantage for oneself or for any other person or to cause detriment to the other party.
- Mentor and mentee must be open and truthful about the relationship itself, reviewing from time to time how it might be made more effective.
- Mentor and mentee must use their discretion to attend to and deal effectively and quickly with any potential conflicts of interest of a commercial or personal nature.
- Mentor and mentee must both respect the position of third parties, such as employers, supervisors or colleagues.
- Mentor and mentee must respect each other's time and other responsibilities and must not impose upon the other any obligations or make any demands beyond what has been agreed between them, and what is reasonable.
- Mentor and mentee share responsibility for the finalisation of the relationship, when it has achieved its objective.

Role of the mentor

The mentor may take many roles. They may set an example, act as a sounding board, help build the mentee's networks and career support. Sometimes it will be to simply be there and listen and offer another point of view.

The mentor may:

- assist in the developmental process of the mentee
- act as a sounding board for ideas from the mentee
- assist the mentee to network with appropriate groups and individuals
- provide guidance and direction to the mentee.

The mentor will not:

- have involvement with the day-to-day development of the mentee's actual job; or
- make contact with the mentee's immediate supervisor or employer without the express agreement of the mentee.

The mentee:

- as the main beneficiary of the mentoring process, the mentee will drive the process and be 'self-authoring', unless agreed otherwise with the mentor;
- is not obliged to follow the mentor's guidance or advice; but
- has a responsibility to consider the guidance given in as open a manner as possible.

By signing this Agreement, both parties acknowledge that they:

- have read, understood and agree to the **Terms and Conditions**, and
- agree to abide by this **Mentoring Program Agreement** for the term of the mentoring relationship.

Mentee's Signature

Mentor's Signature

Date:

Date:

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First Meeting Template – Mentee

Background Information			
Name of Mentee			
Job Title/Employer			
Mobile		Email	
Background (work history, educational qualifications, areas of interest):			
Mentee development needs			
Discuss areas/strengths to build on and areas for growth to improve on. What knowledge, skills, attitude changes, and resources does the mentee need? It is important to reach agreement on some objectives in the first couple of sessions, even if they change later.			
Immediate objectives			
Longer term objectives			
Managing the relationship			
Expectations of each other			
How often, when, where and how we will "meet"			



Managing the relationship

Modes of communication

Limits or constraints on
our interaction and how
we will manage these

Challenges we are likely
to face and what we can
do to prevent or manage
these

Any other agreements

Specific assistance the mentor may be able to provide

How we will know we have been successful

Action items to complete before next meeting

Next meeting date, time, place, mode



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Ongoing Meeting Template

Date:		Time:	
Progress made/successes to celebrate Reflect on what has happened since the last session? What have you done that you are proud of? What are you noticing?			
Challenges: What obstacles do you see in your journey? What do you need to focus on?			
Specific goal(s)/topic(s) for this meeting			
How can your mentor best support you?			
Key things learned from this meeting			



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Follow-up actions

Mentee

Mentor

Goal Setting Worksheet for Mentees

Summary of important values and key strengths, with your personal and professional vision

My Most Important Values
1.
2.
3.
4.
5.
My Key Strengths
1.
2.
3.
4.
5.
Jumping ahead to the end of my life, what are the 3 most important lessons I've learned and why are they so critical
1.
2.
3.
When I think of someone I deeply respect, the 3 qualities I most admire are:
1.
2.
3.



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What is the one sentence inscription you would like to see on your tombstone that captures who you really were in your life?

Describe yourself when you are at your best.

Now write your vision statement in the present tense. It should be practical and deeply inspiring, and reflect the person you most want to be in your personal life and work life.

My personal vision, reflecting my most important values:

My work/career vision, reflecting my personal vision and most important values:

Adapted from Loehr and Schwartz, (2003) The Power of Full Engagement, The Free Press: New York