



MomentuM Mentoring Handbook 2024



Welcome

Welcome to the ANU College of Law MomentuM Mentoring Program for 2024. Mentoring has many valuable advantages and we greatly appreciate your involvement in the program.

For Mentees

Mentees come into this program for a variety of reasons, which may include skills development, building networks, career planning or gaining confidence in a professional context. Identifying goals that mentees would like to achieve through the program will make the experience more rewarding for you and your mentor.

When you decide to get a mentor, you can be exposed to new insights. It is an opportunity to learn from your mentor's experience.

For Mentors

A mentor is a more experienced person who gives their mentee the benefit of that experience. Mentors provide valuable support to current ANU Law students in formulating and working towards their career goals.

Becoming a mentor can enrich your life on a personal and professional level. Mentoring is about giving back and making a difference to your mentee's career and professional development. It is also an opportunity to shape our future leaders and to gain a 'fresh' perspective from the next generation.

Key dates for 2024 Period

Dates	Activity
Oct 23 – Feb 2024	Application process and matching
Feb – March 2024	Mentoring pairs announced
March - April 2024	Opening Event (Introductions between Mentee and Mentor)
April	Monthly Emails <i>*Mentees and Mentors will be sent out a Monthly email with tips and suggestions on what to discuss in that month</i>
May	
June	
July	
August	
September	
June 2024	Mid-program survey
September 2024	End of program survey
October 2024	Closing Event for all Mentors and Mentees

Mentoring pairs are welcome to continue meeting beyond the end of the mentoring program if the arrangement continues to suit both participants.

Mentoring expectations

Expectations of mentors

Previous mentors and mentees have told us that both parties gain more from the experience if the mentee understands what they want from mentoring, even if their goals are not clearly defined at the outset.

Mentees have been provided with resources to help reflect on their career aspirations and areas of interest in preparation for mentoring, including a list of possible mentoring topics (see Appendix).

- ❖ Commit to mentoring meetings, which means not cancelling or rescheduling unless absolutely necessary.
- ❖ Work with the mentee to identify and clarify goals.
- ❖ Assist the mentee to explore and solve study or work problems.
- ❖ Encourage exploration of new ideas and different options.
- ❖ Listen actively and ask questions to encourage reflection.
- ❖ Challenge the mentee's assumptions.
- ❖ Provide constructive feedback.
- ❖ Share their own experiences with overcoming challenges.
- ❖ Maintain confidentiality about the discussions with the mentee.

Expectations of mentees

It is the mentee's responsibility to drive the mentoring agenda and be prepared with goals or discussion topics for each meeting. This handbook provides resources to help reflect on your goals in preparation for mentoring (see Appendix).

It is important to understand the expectations of you as a mentee as well as what is reasonable to expect from your mentor during the program.

- ❖ Commit to mentoring meetings, which means not cancelling or rescheduling unless absolutely necessary.
- ❖ Take responsibility for scheduling the mentoring meetings.
- ❖ Come prepared with an agenda or topic for each meeting, even if this is loosely defined.
- ❖ Work with the mentor to identify and clarify goals from mentoring.
- ❖ Participate actively in discussing issues and sharing ideas to resolve problems.
- ❖ Take responsibility for your own professional development and follow through on identified actions between sessions.
- ❖ Seek and be open to constructive feedback from the mentor.
- ❖ Maintain confidentiality about the discussions with the mentor.

Getting started

In this program, mentees are responsible for scheduling meetings. This includes the first one, although some initial guidance by the mentor may be required and it is OK if the mentor wishes to take the lead in booking the first meeting. Mentoring meetings can happen face-to-face or virtually (or a mix of each based on what suits each mentoring pair). When you contact your mentor about the first meeting, ask whether they would prefer to meet in person (and if so, their preferred location) or remotely. At the first meeting, you can discuss how subsequent meetings will be held.

Suggested agenda for your first mentoring meeting:

- ❖ Introduce yourselves and discuss your career aspirations and professional experience. This is a good way to get the conversation started and learn more about each other.
- ❖ Openly discuss what the both of you hopes to gain from the mentoring program.
- ❖ Talk about why you decided to join the mentoring program.
- ❖ Discuss meeting logistics: frequency, scheduling method, meeting face-to-face or virtually.
- ❖ Clarify any individual expectations, e.g.:
 - Do you, as a mentor, prefer an agenda in advance of each meeting?
 - Your preferred method and frequency of communication between meetings?
 - How will the mentee follow-up on actions and/or progress from meetings?
- ❖ Discuss confidentiality to ensure a shared understanding.
- ❖ Identify a possible topic for the next meeting.
- ❖ Schedule the next meeting if you haven't done so already.



Tips and getting help

Tips for mentors

- ❖ Be authentic to help build the relationship, which means showing your human side rather than being too formal.
- ❖ Be present and give your full attention at meetings (i.e. avoid checking emails or messages).
- ❖ If your mentee comes to you with a question or problem, don't give advice too quickly; explore your mentee's ideas first.
- ❖ Be supportive of your mentee's progress.
- ❖ Allow time to build rapport, but if the relationship is really not working, seek help from the ANU College of Law Careers and Employability team.
- ❖ Honour commitments made to your mentee and respect the confidentiality inherent within your communications.

Tips for mentees

- ❖ Be present and give your full attention at meetings (i.e. avoid checking emails or messages).
- ❖ Consider scheduling a regular meeting at the start of the program, or otherwise initiate meetings with your mentor at least once a month.
- ❖ Be clear about what you would like to gain from the mentoring relationship.
- ❖ Be prepared with an agenda or discussion topic for each meeting.
- ❖ Don't expect your mentor to give you all the answers, mentoring is a learning journey.
- ❖ Be open to feedback and suggestions from your mentor.
- ❖ Allow time to build rapport, but if the relationship is really not working, seek help from the ANU College of Law Careers and Employability team.
- ❖ Honour commitments made to your mentor and respect the confidentiality inherent within your communications.
- ❖ Express your appreciation for your mentor's time and guidance.

Getting help

If you have any questions about the program or concerns about your mentoring arrangement, you can contact the ANU College of Law Careers and Employability team at enquiries.law@anu.edu.au or on 02 6125 0882.

Appendix A:

Suggested

mentoring topics

Career goals:

- ❖ What career options are available to you?
- ❖ What are the steps to get there?
- ❖ What do you want to get out of your career?
- ❖ What skills should you develop to be ready?
- ❖ What can you do right now to lay out a pathway to achieve your career goals?

Skills development:

- ❖ Written or verbal communication
- ❖ Job search strategies
- ❖ How to present and sell yourself
- ❖ Presenting to groups
- ❖ Managing study- and workload
- ❖ Having difficult conversations

Challenges:

- ❖ What is your biggest challenge right now?
- ❖ Why does it feel challenging?
- ❖ What have you tried so far?
- ❖ What else could you try?

Networking:

- ❖ Map your current network
- ❖ How can you extend your network?
- ❖ What people or activities can help build your network in those areas?
- ❖ What network do you require to support your career goals and skill development?

Studying:

- ❖ How do you decide which career you want to pursue?
- ❖ What can you do during your studies to prepare you for your next career step?
- ❖ How can your studies support your professional development?
- ❖ Are extra-curricular activities helpful for your career?

Wellbeing:

- ❖ Ways to maintain resilience in challenging circumstances
- ❖ What strategies can you use for self-care?
- ❖ What will help you to balance work and home commitments?

Appendix B:

Preparation for

mentoring

The following questions may assist you to prepare for discussions with your mentor, by encouraging reflection on your aims for the program.

1. Why did you want to participate in the mentoring program? What are you wanting to achieve?

2. What would you like to focus on in the discussions with your mentor?

** A list of suggested mentoring topics is provided in Appendix A.*

3. How will you measure your success or know whether you're making the most of the mentoring relationship?

Appendix C:

Developing your career strategy

Working with a mentor is an ideal opportunity to focus on your career plan, and mentees frequently identify this as one of their goals when applying for the program.

It can be difficult to identify and articulate a career plan, especially when you're still studying. The next few activities are designed to help you start thinking about your career goals, if you would like to explore these with your mentor.

What is your story?

Where do you see yourself at the moment? Do you already have any professional experience? What were the major milestones in your life (personal, study, professional)? Where are you hoping to go and do you know how you can get there or what you require to get there? What skills do you currently have and what are your areas of development?

Reflection

Take time to reflect on your achievements, skills and the opportunities you've embraced – academically, professionally and personally – but also think about areas of development, the barriers you have encountered so far and the challenges you are either facing currently or anticipate you may face in the future.