

# **AUSIT Mentoring / Community of Learning and Practice Project**

## **Guidelines for mentors and mentees**

Welcome to AUSIT's mentoring / community of learning and practice project. We are very pleased that you have decided to join the project and hope that you will enjoy and benefit from your participation. We have prepared some brief guidelines to make sure that participants – both mentors and mentees – get the most out of their participation. Please take a moment to read this helpful information. If you have any questions that you cannot resolve with your mentor/mentee at any time during your participation, or if you would like to give us any feedback, please feel free to contact the project coordinator at [mentoring@ausit.org](mailto:mentoring@ausit.org).

### **Benefits of mentoring**

Mentors may experience the following benefits as a result of their participation:

- Increased enthusiasm for their profession
- Enhanced listening, coaching and modelling skills
- Development of leadership
- Satisfaction of shared expertise and knowledge
- Development of new perspectives
- Accrual of PD points

Mentees may experience the following benefits as a result of their participation:

- Easier transition into the marketplace
- Supported professional development
- Establishment of useful contacts and career networks
- Guidance regarding challenging professional and/or ethical decisions
- Development of new perspectives
- Accrual of PD points

### **The mentor/mentee relationship**

Mentoring is a “process in which an experienced individual helps another person develop his or her goals and skills through a series of time-limited, confidential, one-on-one conversations and other learning activities”<sup>1</sup>. These conversations and activities can be conducted in person or via any mediated communication, but do note the essential features: a mentor/mentee relationship is limited in time, confidential and personal. Please also note that the relationship may extend to a working relationship, e.g. if mentor and mentee take on the roles of revisers for each other, but such working relationships must be governed by appropriate professional standards regarding ethics and pay at all times. Under no circumstances are mentees to be used to provide professional services for payment below market rates. Conversely, mentors should not be used as a “help desk” for day-to-day translation problems, and the relationship should not be limited to the mentor revising the mentee's translations – mentors are supportive partners, not supervisors.

### **Goals**

Before establishing a mentor/mentee relationship, take a little time to think about how you would like to benefit from your participation. List some specific goals that you would like to achieve, and revisit this list periodically to check on the progress you have made. Ask yourself:

---

<sup>1</sup> Mentoring Guide, Center for Health Leadership & Practice, Public Health Instit., Oakland/USA (2003)

- What are my primary goals?
- How would I benefit from achieving these goals?
- What are potential barriers to achieving these goals?
- What resources and/or support do I need to achieve these goals?

These are useful questions to discuss early on between mentor and mentee, as establishing concrete goals and identifying associated barriers and support needs will help make the relationship more productive.

### **Time**

During your first or second meeting, discuss and agree the length of time for which you would like to maintain the mentoring relationship initially, and the time commitment you would like to make on a weekly or monthly basis – you can always revise this later, if necessary, but it is a good idea to establish an initial framework. This also avoids potential misunderstandings about the respective time commitment of mentor and mentee. Also agree on a schedule and preferred medium of communication.

### **Confidentiality and trust**

Be aware that the mentoring relationship can only be successful on a basis of mutual trust and respect, and for this it is essential that your communications will be kept confidential. The success of the relationship will also depend on the strength of your commitment to it. Commitment is expressed by adhering to agreed communication times and activities, for example, and this in turn helps build trust.

### **Mentoring skills**

Your mentor/mentee relationship will be most fruitful if you employ some or all of the following key skills – whether you participate as mentor or mentee:

- Active listening
- Trust building
- Goal setting
- Constructive feedback and openness to constructive feedback
- Taking responsibility for your own growth and learning
- Reflecting on your own and your partner's progress (keeping a learning journal is highly recommended!)

### **Possible topics to explore**

There is no set range of topics you may want to explore as part of your mentoring relationship. The following are merely suggestions – mentor and mentee need to discuss and agree the actual areas of development to be pursued.

- Management of client and/or agency relations, including conflict
- Ethics of the profession
- Business procedures
- Specialisation
- Marketing and networking
- Professional development
- Integration of technology
- Time management

AUSIT wishes you all the best for your mentoring experience, and we look forward to receiving your feedback at [mentoring@ausit.org](mailto:mentoring@ausit.org).