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MENTORING PROGRAM



"Tell me and I forget. Teach me and I may remember.
Involve me and I learn." **Benjamin Franklin**

WISTA Australia Mentoring Program

A difficulty often experienced by women in their careers and those new to a profession is the lack of contacts with whom to discuss their options, aspirations, career directions and work challenges. While WISTA Australia works hard to provide women in shipping and trade with networks through their events, a deeper conversation can sometimes be lacking. Put simply, women can often lack mentors.

What is a Mentor?

A mentor is an experienced and thoughtful leader who is committed to investing their time to assist with the growth and development of others. As a mentor, you are willing to share your knowledge, experience and wisdom and act as a guide and role to the mentee in the areas of business in which they require mentoring in. A mentor has at least 3 additional years of experience than the mentee. We welcome mentors from a whole range of careers within our membership and wider: corporate or academic sectors, shipping and trade, logistics or supporting industry organisations.

What is a Mentee?

A mentee is the person who receives advice, assistance and feedback from a more experienced person (mentor) over a set period of time in the areas of business in which they require mentoring. This will result in the enhancement of the mentee's career. As a mentee you must develop clear goals and be willing to accept guidance and advice in order for the relationship to be successful. You should be willing to be open to constructive feedback and have a desire to learn and develop new skills to progress.

The WISTA Australia mentoring program matches experienced professionals (mentors) with upcoming industry professionals wanting to grow their careers (mentees). The program aims to link our members up with peers who are willing to share their wisdom and experience. People learn best when they are able to discover and experience new learnings for themselves rather than simply being told or having things done for them. Mentors therefore encourage mentees to explore a range of ideas and solutions and provide support and guidance while the mentee takes the appropriate action. Mentors need to act in a way that builds the mentee's self-esteem and creates a sense of experimentation with ideas, challenges and aspirations. Even the occasional failure can be reviewed as a successful trial and opportunity from which the mentee can learn.

Duration

Each mentoring cycle runs for approximately 12 months.

Participants can apply at any time. Once matches are made participants are notified of their new mentoring partner via email.

Fees

There is no charge for mentees provided you are a WISTA member.

We encourage alliance members and their supporters to join WISTA Australia in support of this initiative and enjoy the value add benefits that WISTA provides. The annual membership fee is \$135.

Please contact wista.australia@gmail.com for information on how to join.

Matching of mentors and mentees is conducted by WISTA Australia based on:

- Location or meeting preference
- Years of experience
- Specific professional areas of interest
- Personality type
- Learning Style

Whilst every effort will be made to match participants on their preferences, it is not always possible to get everything from the one mentor.

The more information you provide on your application, the better we will be able to match you. Once matching is completed matched pairs will be emailed details of their mentoring partner to assist commencement of the program.

Mentees are asked to contact their mentor to kick start the relationship.

We strongly encourage attending your first meeting / connection, even if you are not sure that your relationship with your mentee/mentor is what you initially wanted.

Mentoring is about learning and expanding your professional horizons. Any relationship that can offer perspective, challenge, constructive conversations and inspire betterment could be a successful connection.

Contact between mentoring pairs

For the duration of the program mentors and mentees are responsible for the ongoing contact with each other and are strongly encouraged to maintain regular communication to ensure a successful relationship.

The format of the relationship will be determined by the pair and may include email, phone, web or face-to-face meetings.

We recommend at least one hour of contact per month for the duration of the program. This can be in one session or multiple smaller sessions, whatever communication preferences best suit both the mentor and mentee.

If any issues arise around contact (or lack thereof) you are advised to contact Mentoring Support.

Networking events will be held throughout the program providing participants with the opportunity to share experiences and meet fellow participants.

Regular communications will be sent to participants to keep you informed of upcoming information and events of interest. We encourage participants to provide feedback throughout the program. We will provide you a Survey Monkey link for completion after each Mentoring session to ensure we can monitor how things are going and ensure the program's ongoing success. The feedback will also assist WISTA Australia to achieve continuous improvement of the Mentor Program.

MENTOR

I am an experienced Shipping, Trade and Logistics professional with more than 3 years of experience and I would like to:

- further develop my leadership and mentoring skills
- have the opportunity to share my knowledge in some of the areas of interest for Mentees (refer page 5)

Benefits for the Mentor

- Reflect on your own career goals, practices and journey
- Reciprocal learning opportunities
- Stay in touch with emerging issues
- Builds lasting career networks
- Opportunity to build leadership and management skills
- Give back to the shipping, trade and logistics sector
- Personal satisfaction encouraging and developing women in our industry
- Development of lifelong friendships
- Enhance your personal CV

Guidelines for Mentors

Constructive Feedback and Advice

As a result of your experience, it can be easy to jump ahead of issues without breaking them down to bite-size chunks. It is therefore important to allow mentees to work through issues at their own pace to allow them to make their own judgements on issues and provide feedback on the steps rather than the final result. This helps the mentees learning process.

Approachability

Mentors need to manage their time and energy levels so that the mentees have access to you under relaxed conditions. For this reason scheduling the appointment is recommended as it then becomes planned and a priority and does not fall off your radar. (E.g. 10-15 minute telephone call, short coffee/lunch meeting, Skype etc.)

Awareness of 'lifework' issues

It is easy to forget how much you have learned and how automatic and easy some tasks become. Mentors therefore need to 'tune in' to how mentees are perceiving and feeling in a given situation and show appropriate levels of empathy.

Recognition of own limitations

Mentors will not have all the answers all of the time and that is OK. Occasionally, a mentee's situation may be very difficult and complicated so if a referral to additional support is required, please contact Mentor Support. The priority is to be an objective, supportive listener and a shoulder to cry on (if required).

MENTEE

You should apply for this program if you answer yes to any of the following:

I am currently working in Shipping, Trade and Logistics industry and look to extend the knowledge, skills and attributes required to progress my career in any of the following areas:

- Public Speaking
- Salary negotiations
- Develop my Leadership style
- Presentation skills / storyboarding
- Time management and work/life balance
- Becoming a better team player
- Conflict resolution
- Negotiation skills
- Career goal setting
- Social media success
- Building resilience
- Self-Awareness
- Dealing with Sexual Harassment
- Positive support
- Technical expertise (maritime risk, geographies, operations, selling, etc.)
- Building network / introductions
- Successful networking
- Business case sensitivity / understanding functional conflict
- Navigate office politics
- Entrepreneurship
- Fundraising / grants
- Research projects
- Small business
- Chairmanship and protocol - how to join a board
- Sales channels
- People skills / listening skills
- Finding your voice
- Strategic Planning
- Operations
- Marketing
- Education
- Advocacy
- Assertiveness

Benefits for the Mentee

- Learn from those with knowledge, skills and experience
- Personalise your professional development
- Gain an outside perspective to workplace related challenges
- Target your areas for career development and professional growth
- Be challenged in strategy, goal setting and results
- Lasting relationships and professional networks

Guidelines for Mentees

Remember your mentor is a volunteer

Although it may feel fabulous to have someone potentially available to assist you in career matters, please be respectful of the mentor's time and agreed boundaries.

Take responsibility for your own learning

Although you are being led to water, you cannot be forced to drink. It is up to you to consider the advice provided and choose whether to absorb it into your individual circumstance.

Develop Trust

To gain full benefit of your experienced and trusted advisor, put faith in them as their only goal is to assist your professional growth. Trust will enhance this relationship and all communication.

Set realistic expectations

The mentor is a guide, not a miracle worker. They are not a life coach, they are a professional who is investing in you to cultivate your skills and proficiency.

Come to each meeting with a prepared agenda

If you come to meetings prepared, you will more likely stay on task and optimise the time spent together in an efficient way.

Be open about your needs and provide feedback to your mentor

The mentor is there for your benefit so please be honest with them about your needs, thoughts, emotional responses and feedback.

Recognise your mentor's limitations and appreciate their support

There are levels of limitation in any skill area and it is therefore expected that your mentor may not be an expert in all topics discussed. Capitalise on areas they are accomplished in and appreciate the support given.

Take appropriate risks

The mentor will help you to think about ways to remove barriers and actions you can take. Be bold in trying these new actions, even if they are uncomfortable, and assess what you learn as this will guide the mentoring conversations.

Be flexible, keep an open mind, and have fun

While work is often serious, don't forget to laugh with your mentor, be adventurous and don't take things so seriously that they get in your own way!

Terms and Conditions - Mentor

The following code of conduct is to be adhered to at all times.

1. Mentors engaging in the Mentoring Program will submit honest and true information to participate in the mentoring program for a period of 12 months.
2. Participants will complete the application form honestly and to the best of their knowledge.
3. The mentor, in becoming a part of the Mentoring Program, will provide time to share ideas, knowledge and experiences with their partner in the mentoring relationship.
4. There is to be no discrimination of mentee based on age, gender, ethnicity, or any other such discriminable matters.
5. Participants will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment that will support honesty, fairness and respect.
6. The mentor is asked to respond to their mentee after initial contact within 48 hours.
7. The program has a strict policy of no bullying, abuse or misconduct on the part of the participants and that failure to abide by this may result in termination from the program and further action if necessary
8. When discussing matters, shared documents or other such information in engaging in the program, both parties are bound by strict confidentiality and failure to keep such information confidential may result in termination from the program and further action if necessary.
9. Mentors may not engage in mentoring a mentee 'unofficially' outside the realms of the program if the connection was provided by WISTA Australia.
10. Mentors can terminate the relationship if it proves to be unsuitable and issues cannot be resolved by Mentoring Support.
11. Further questions regarding the Program or any Mentoring matter can be directed to **Mentoring Support.**

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2. Participants will complete the application form honestly and to the best of their knowledge.
3. There is to be no discrimination of mentor based on age, gender, ethnicity, or any other such discriminable matters.
4. Participants will enter into the mentoring relationship with a commitment to assist each other to develop and learn in an environment that will support honesty, fairness and respect.
5. The mentee is responsible for initial contact when paired with mentor. Failure to do so after two (2) weeks of relationship notification may result in assumption of withdrawal, and mentee may be removed from the relationship.
6. The program enforces a strict policy of no bullying, abuse or misconduct on the part of the participants and failure to abide by this may result in termination from the program and further action if necessary.
7. When discussing matters, shared documents or other such information whilst engaging in the program, both parties are bound by strict confidentiality and that failure to keep such information confidential may result in termination from the program and further action if necessary.
8. Mentees are aware that once the mentoring program has ceased, they are no longer a recognised mentor/mentee combination in the program.
9. The mentee understands the minimum 1 hour time commitment per month to engage in the program.
10. Once they have made the commitment to participate in the Mentoring Program, if for any reason they cannot see the program through to its conclusion, they need to notify **Mentoring Support** and their mentor as soon as possible. Mentees can terminate the relationship if it proves to be unsuitable and issues cannot be resolved by **Mentoring Support**.
11. Further questions regarding the Program or any Mentoring matter can be directed to **Mentoring Support**.

Mentoring Support Contact

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