



Program Guidelines

Why have a district mentoring program?

This program is aimed at bringing together individuals from different life skills, cultural and age demographics, and educational backgrounds to learn and develop from each other, in a safe and supportive environment, under the Rotary banner. Rotarians, often with extensive vocational and life experience, can make a significant contribution to the future by mentoring young people seeking to develop themselves and thereby expand Rotary's impact and reach in society.

What is mentoring?

Mentoring is a mutually beneficial relationship, which involves sharing knowledge, perspectives, skills and life experience to guide another towards achieving their goals.

Benefits of mentoring

There are many benefits to participating in the program. Some of these are listed below:

Benefits to the mentor

- Further develop of your mentoring skills by; providing feedback, communication and interpersonal skills
- Be recognised and appreciated for your skills and experience
- Give back to the Rotary community
- Obtain a sense of personal satisfaction through helping your mentee
- Extending your Rotary network and fellowship

Benefits to the mentee

- Personalise your individual and professional development
- Learn from experienced individuals within your areas of interest
- Network with like-minded individuals
- Increase self-confidence
- Gain practical advice, encouragement and support
- Become more empowered to make decisions
- Strengthen your understanding of Rotary
- Develop strategies for dealing with both personal and professional issues
- Identity goals and establish a sense of direction

The Matching Process

Both mentor and mentee will be asked a series of questions to help match them with an appropriate partner. The mentoring committee will select the most appropriate match based on skills, experiences, career, personality and expectations.

Role of the Mentee in the Rotary Mentoring Program

- Take responsibility for your development during the program
- Be proactive about initiating contact with your mentor
- Agree upon your chosen method of communication– Telephone, Face to face, Skype
- Ensure confidentiality is maintained
- Be willing to listen and learn
- Ask for feedback
- Plan the meeting ahead, create a list of things you would like to discuss
- Be honest and clear with your mentor about what you would like to learn and achieve – ensure you both have an understanding of your goals
- Undertake private research to understand what it takes to get the most out of a good mentoring relationship

Role of the Mentor in the Rotary Mentoring Program

- Schedule a meeting at least once a month with your mentee
- Ensure confidentiality is maintained
- Agree upon your chosen method of communication– Telephone, Face to face, Skype
- Be willing to listen objectively and act as a sounding board

- Ask questions that encourage mentees to look at issues from a variety of perspectives and focus on problem solving, decision making and forward thinking solutions
- Provide guidance to your mentee. Offer relevant advice and give feedback when required
- Create initial questions to ask your mentee, to share relevant experience which may help the mentee in situations they might face
- Take an interest in your mentee and guide them to achieve the goals they have set for the mentoring program
- Know your own professional and personal boundaries with your areas of expertise/knowledge. Refer the mentee to other specialists for advice, where required
- Undertake private research to understand how you can best support your mentee and yourself while undertaking a mentoring role

Code of Conduct for the Rotary Mentoring Program

In entering into the Rotary mentoring program, all mentors and mentees must adhere to the following expectations. Mentors and mentees:

- Will complete the application form honestly, in order for the matching of mentors/mentees to be as successful as possible
- Are aware that once the mentoring program has ceased, they are no longer a formally recognised mentor/mentee. However, you may continue the relationship after the completion of the program informally
- 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
- Are required to meet at least 7 times during the 6-month program. If for any reason you cannot see the program through to its conclusion, you need to notify the program committee and your mentee/mentor as soon as possible
- Will not participate in any bullying, abuse or misconduct. A failure to abide by this, may result in termination from the program and further action if necessary
- Will provide time to share ideas, knowledge and experiences with their matched mentor/mentee
- Will act with confidentiality, discretion and privacy. Failure to do so may result in termination from the program and further action may be taken if necessary
- Will adhere by the Rotary Four- Way Test:
 - Is it the truth?
 - Is it fair to all concerned?
 - Will it build goodwill and better friendships?
 - Will it be beneficial to all concerned?

If the mentoring relationship is not working, notify the Rotary mentoring committee immediately, to ensure that the matter is addressed and if necessary a new mentor/mentee allocated.

Mentor Program Summary

Stage	Action	Due by
1 – Expressions of interest	Express interest by sending a request to be involved in the program, to mentoring9510@gmail.com . The expression of interest must be received by the closing date.	30 May 2019
2 – Mentor/Mentee Questionnaires	Once your expression of interest is received, a questionnaire will be sent to you for completion and returning to mentoring9510@gmail.com .	31 st May 2019. Questionnaire Close – 10pm Sunday
3 – Matching of mentor and mentee	The matching of applicants is based upon the information provided in the questionnaire. The matching process will be undertaken by the mentoring committee. Applicants will be notified of the outcome of this process a week prior to the program launch event.	Jun 2019.
4 – Program Launch Event	All program participants will be invited to a program launch event.	24 Jun or 01 Jul 2019
5 – Mentoring Experience	Mentors and mentees are expected to meet fortnightly for the first month and at least once a	August 2019

	month thereafter – a minimum of 7 meetings over a 6 month period. This will occur via their chosen form of communications, agreed upon the commencement of the program.	
6 – Check-In Session	Three months into the program, a check-in questionnaire will be emailed out to both the mentor and mentee. This will help the committee gain insight into how the mentoring relationship is progressing and to assist with any issues.	Oct 2019
7 – Final Evaluation and Review Workshop	A final evaluation and review event will be held in November 2019. This will provide participants with the opportunity to share their experience with the other participants and to provide valuable feedback on the program. There will also be the opportunity to suggest improvements to the program	Jan 2020

Frequently asked questions

Q1. What is the difference between Mentoring and Coaching?

To ensure expectations are met, please be well informed about the difference between mentoring and coaching.

Topic	Mentoring	Coaching
Timeframe	Relationship tends to be more <i>long-term</i> , lasting a year or two, and even longer.	Relationship is more likely to be <i>short-term</i> (up to 6 months or 1 year) with a specific outcome in mind. However, some coaching relationships can last longer, depending on goals achieved.
Focus	Mentoring is more <i>development driven</i> , looking not just at the professional's current job function but beyond, taking a more holistic approach to career development.	Coaching is more <i>performance driven</i> , designed to improve the professional's on-the-job performance.
Structure	Generally, meetings tend to be more <i>informal</i> , on an as need basis required by the mentee.	Traditionally more <i>structured</i> , with regularly scheduled meetings, like weekly, bi-weekly or monthly.
Expertise	Within organization mentoring programs, mentors have more <i>seniority and expertise</i> in a specific area than mentees. The mentee learns from and is inspired by the mentor's experience.	Coaches are hired for their <i>expertise</i> in a given area, one in which the coachee desires improvement. Examples: Presentation skills, leadership, interpersonal communication, sales.
Agenda	The mentoring agenda is <i>set by the mentee</i> . The mentor supports that agenda.	The coaching agenda is <i>co-created by the coach and the coachee</i> in order to meet the specific needs of the coachee.
Questioning	In the mentoring relationship, <i>the mentee is more likely to ask more questions</i> , tapping into the mentor's expertise.	<i>Asking thought-provoking questions is a top tool of the coach</i> , which helps the coachee make important decisions, recognize behavioral changes and take action.

Outcome	Outcome from a mentoring relationship can shift and change over time. There is less interest in specific, measurable results or changed behavior and <i>more interest in the overall development of the mentee.</i>	Outcome from a coaching agreement is <i>specific and measurable</i> , showing signs of improvement or positive change in the desired performance area.
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Q2. What if I am not suited to my mentor/mentee?

In the event that mentors/mentees feel they are not suited, please contact Rotary mentoring program Chair, Heidi Wolff, at mentoring9510@gmail.com. Discussion with the mentoring committee may be required to assist in resolving the issue/s. If necessary, a new mentor/mentee can be allocated.

Q3. What can I do if my mentor/mentee doesn't return my communication and doesn't have time to meet?

It is important to realise that mentors/mentees may have many pressures on their time and to be patient. If this is a re-occurring problem please contact Rotary Mentoring Chair, Heidi Wolff, at mentoring9510@gmail.com. Discussion with the mentoring committee may be required to assist in resolving the issue. These situations will be dealt with on a case-by-case basis and outcomes may vary depending on the specific situation.

Q4. How often should I meet with my mentor/mentee?

It is anticipated that in order to benefit from the relationship mentors and mentees should make contact twice within the first month and at least once a month thereafter. Participants may meet more regularly, and timing of meetings may change during the relationship as the needs of the mentor/mentee change. There are a number of ways meetings might occur - via phone, Skype or face-to-face.

Q5. What do we talk about?

It is a good idea to plan meetings ahead and set goals for each meeting. These goals should align with the overall goals the mentee has selected for their program. The Mentor Guidebook provides a suggested agenda for each meeting and the Question sets for mentors and mentees provide a list of suggested questions that will assist getting you underway in talking and sharing your experiences.

Q6. Can the mentoring relationship continue after the Rotary Mentoring Program is completed?

The mentoring relationship can be continued informally once the mentoring program is completed.

Q7. How will my information be kept private?

Your information will be stored securely on a database that is only accessible by selected committee members. We will not share your information to any third party except for name, preferred phone number and email to your mentee/mentor. Your information will only be used to assist the committee in finding you the best mentor/mentee for your needs. If you wish for your details to be removed or updated, please notify the committee in writing, by emailing us at: mentoring9510@gmail.com

Q8. Who is on the Rotary Mentoring Committee?

- Heidi Wolff – Adelaide City Rotaract Club, President 18-19
- Rob Eley - District 9500 Team Leader Youth Services 18-19, Rotary Club of Gawler Light
- Mike Stevens – District 9500 Team Leader for Learning and Development 18-19, Adelaide University Rotaract Club liaison, Rotary Club of Adelaide
- Reanne Cuthbert – Thebarton Senior Collage Rotaract Liaison
- Richard Jarrett – Rotary Club of Adelaide Light, Vocational Services 18-19
- John Karran – Rotary Club of Adelaide Light, Membership
- Doug Layng – Rotary Club of Prospect, The Rotary Foundation Team Leader
- Robert Gunn – Group 1 Assistant Governor, Rotary Club of Adelaide South President 18-19
- Liz Gardner – District Rotaract Representative

If you have any questions and/or feedback, please contact Heidi Wolff (mentoring9510@gmail.com) or talk to any of the Committee Members.