

## AUSTRALIAN INSTITUTE OF PROJECT MANAGEMENT 2019 MENTORING PROGRAM INFORMATION

### THE MENTORING PROGRAM AT A GLANCE

The **Australian Institute of Project Management Mentoring Program** engages Australia's leading project managers of today, to support and develop the project management leaders of tomorrow, helping them progress in their careers and into senior management and technical leadership roles.

The Program runs for eight months, commencing 19 February 2019. Applications opened on 8 October 2018 and will be accepted until close of business 1 February 2019.

- **Mentors** are volunteers and pay no fee to take part in the Mentoring Program.
- **Mentees** pay \$320 plus GST, which helps to cover the cost of running the Program. You **MUST** complete this payment before your application will be accepted and you are matched to a Mentor. It is recommended that you make this payment **before completing your application**, as proof-of-payment is required in the application form. [Click here to go to the AIPM website to complete payment.](#) Please note that refunds cannot be provided once matching has been finalized.

### WHO SHOULD CONSIDER THIS PROGRAM?

The AIPM Mentoring Program pairs project managers seeking guidance and support with more experienced practitioners who are willing to commit time and energy to the professional development of another practitioner.

Would you like:

1. Guidance for your personal and professional development in the project management profession, from someone with a wealth of experience?
2. An opportunity to reflect on professional challenges and achievements?
3. Satisfaction from helping others and contributing to the future success of the profession?
4. A chance to develop your Mentoring and leadership skills?

⊖ **This Program is NOT about the Mentor finding a job for the Mentee** ⊖

### WHO CAN APPLY?

To join as a **Mentee**, you must be an **AIPM member**:

1. at Certified Practising Project Practitioner (**CPPP**), Certified Practising Project Manager (**CPPM**) or Certified Practising Senior Project Manager (**CPSPM**) level;

**OR**

2. **under 35 years** of age; **AND** be **employed**, **not a full-time student** and interested in furthering your career in project management

To join as a **Mentor**, you must be an **AIPM member**:

1. at Certified Practising Senior Project Manager (**CPSPM**), Certified Practising Project Director (**CPPD**) or Certified Practising Portfolio Executive (**CPPE**) level;

**OR**

2. at Certified Practising Project Manager (**CPPM**) have **10+ years of experience** in Project Management

Mentees and Mentors must be willing to:

- complete the **online training** provided,
- complete project evaluation **surveys**, and
- attend Program review **webinars**.

## WHAT DO WE MEAN BY MENTORING?

*Mentor.* (noun) an experienced and trusted adviser.

Mentorship is a developmental relationship in which one person, usually more experienced or senior, takes time to assist the career, professional or personal development of someone else, who is known as a Mentee, Mentor, or Protégé. Mentoring is most often a one-on-one relationship but is sometimes done in groups.

A Mentoring relationship is one that is built on trust and confidentiality, in which there is an exchange of knowledge, experience and goodwill.

Ways in which Mentors may assist Mentees include:

- Acting as a source of information and insight
- Suggesting relevant options regarding career development or strategies for achieving professional goals
- Recommending possible resources to improve specific skills
- Helping the Mentee solve professional challenges in their working life
- Discussing issues of professional ethics
- Discussing workplace related issues and options for how these may be addressed

## WHY IS MENTORING IMPORTANT?

The AIPM Mentoring Program will be an important process for developing and sustaining satisfying professional careers for project managers and helping them to attain higher levels of certification. Participants in mentoring programs report several benefits from their participation: improved confidence, self-awareness, clearer career direction, better communication skills, listening skills, feedback skills, more assertive communication, and enhanced management skills.

## BENEFITS OF THE PROGRAM

### For Mentees:

- Experienced guidance and support in the profession
- Excellent networking opportunities
- Receiving feedback and developmental guidance
- Identifying professional growth and career planning

### For Mentors:

- Giving back to the profession
- Stay abreast of emerging issues relevant to the profession
- Further development of mentoring skills such as listening, asking questions, guiding, providing feedback, communication and interpersonal skills

## APPLICATION PROCESS

**Mentees** must pay the registration fee BEFORE completing the application. You will be asked for a receipt number to enter into the application form, and your application will not be accepted into the matching process until payment has been verified.

- [Click here to go to the payment gateway \(Mentees\)](#)

**Mentees** and **Mentors** will be asked to complete a short application form to assess your eligibility for the program and to collect details about what you are looking for in a mentoring partner.

- [Click here to complete the application form \(Mentees and Mentors\)](#)

If you would like to know more or are unsure if this program is suitable for you, please watch our free webinar (recording). Click [here](#) to register and view.

## MATCHING

Applicants will be matched according to information provided in your applications. Where possible, matches will be made within the same geographic location, to make it possible to meet face-to-face at least once. If a suitable match is not available in the same location, we will offer a suitable Mentor for a virtual relationship (meetings by Skype, telephone, email etc).

We will endeavour to match all Mentees that apply, provided we have a suitable Mentor. If you are not successfully matched, your registration fee will be refunded by AIPM.

Some Mentors may not be matched if their expertise/ experience is not suitable for any applicants. If we don't have a suitable match, we won't pair you for the sake of putting you in the Program.

## WHAT'S INVOLVED IN THE PROGRAM?

The AIPM Mentoring Program is an 8-month program commencing 19 February 2019. Mentors and Mentees will be matched according to application details received by 1 February 2019.

Mentees and first-time Mentors will also be expected to complete *Art of Mentoring* program **online training** to prepare you for your mentoring relationship. Acceptance into the Program is conditional upon your commitment to completion of the training.

Mentors and Mentees are required to attend three online events - **Program Launch, Mid-Program Review** and **Program Close** – all of which will be delivered via Webinars, on Tuesday. About a week before each webinar, you will also be asked to complete an online survey, by which we monitor the program progress and gather feedback and suggestions and points of discussion for the following webinar.

During the Program, Mentors and Mentees are expected to be in contact **at least monthly**.

*Art of Mentoring* is a leading Australian mentoring consultancy, engaged by AIPM to assist with design and management of this Program.

During the Program you will receive frequent communications from the AIPM Mentoring Program Manager, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting Mentees.

During, and at the end, of the 8-month Program you will be invited to provide feedback to AIPM about your experience (Program Close Survey).

KEY DATES	
<a href="#"><u>Program Information Webinar</u></a> <i>All participants</i>	
<a href="#"><u>Applications Close</u></a>	<b>1 February 2019</b>
Matching completed and notifications sent	<b>11 February 2019</b>
Program Launch Webinar <i>All participants</i>	<b>19 February 2019</b> <i>12:00 noon AEDT</i>
Mid-Program Progress Review Webinar <i>Mentees</i> <i>Mentors</i>	<b>2 July 2019</b> <i>12:00 noon AEDT</i> <i>1:30pm AEDT</i>
Program Close Webinar <i>Mentees</i> <i>Mentors</i>	<b>22 October 2019</b> <i>12:00 noon AEDT</i> <i>1:30pm AEDT</i>

## TO WHAT AM I COMMITTING?

ACTIVITY	TIME REQUIRED
Training, reading and workshops	Up to 1/2 day in total
Preparation and time spent in mentoring conversations & follow-ups	1-2 hours per month
Program surveys	1/2 hour in total

## PROGRAM MATERIALS

Once you apply and are matched, all the materials you need will be available for you online. The online program administration platform will allow you to communicate with the Program co-ordinators, and access resources.

## WHAT DO I DO NEXT?

Submit your application by **Friday, 1 February 2019** by clicking [here](#).

**Mentees** will be asked questions about your background, and what you would like to achieve by working with a Mentor for six months.

**Mentors** will be asked about the areas in which you feel comfortable mentoring. Please give as much information as you reasonably can, as it will assist the matching process.

You will be advised if there is a suitable match by 11 February 2019.

## CODE OF CONDUCT

In applying for, and entering, into the AIPM Mentoring Program it is understood that all participants agree to adhere to the following Code of Conduct:

1. The AIPM is committed to supporting project managers through enabling Mentors who will support these members as they progress their careers in the profession.
2. The mentoring relationship is a powerful development experience that is aimed to support the Mentee, but it is a relationship likely to have personal and professional benefits for both Mentor and Mentee.
3. The interaction with Mentees is likely to be an affirming experience for Mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their interest and effort appreciated.

4. Both the Mentor and Mentee have a responsibility to invest their time, skills and experience into the partnership. Mentors and Mentees must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
5. The Mentor may take many roles: being a role model, sounding board, helping build networks and career support, sometimes simply being there to listen and challenge. The Mentor responds to the Mentee's developmental needs and challenges.
6. Feedback from the Mentee on how the relationship is working for them and what could be done to improve it, is an important part of the Mentee's development.
7. Listening is an important skill for a Mentor. A Mentor should be prepared to listen to the Mentee's views and avoid the natural urge of many people to look for quick solutions.
8. Both Mentor and Mentee volunteer their time, energy and expertise. Either party may request to dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss options to improve their relationship before deciding on this step.
9. The Mentor is encouraged to suggest options and to empower the Mentee, rather than give directed advice or single solutions. This helps develop self-reliance and resilience in the Mentee.
10. Mentor and Mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.
11. Mentors and Mentees must abide by the AIPM professional code of ethics and policies.
12. Mentors and Mentees must be careful in their discussions with their partners not to denigrate other employers or workplaces.
13. All participants understand the confidentiality and privacy of the Mentor/Mentee relationship is to be respected, at all times.
14. Mentor and Mentee share responsibility for the smooth winding down of the relationship.
15. Although the Mentor/Mentee relationship is for 8 months, many Mentors and Mentee continue to stay in touch for a range of beneficial reasons.

## FREQUENTLY ASKED QUESTIONS

### ***How long will the Mentor Program run for?***

The Mentoring Program will run for 8 months from 19 February 2019 to 22 October 2019.

### ***Is the Program open to AIPM members and non-members?***

Only AIPM **members** can participate as Mentors and Mentees.

### ***What's the cost?***

Mentors are volunteers and pay no fees.

Mentees pay \$320 plus GST. [Please go here to pay](#) BEFORE submitting your application.

### How do I apply?

Click here <https://aipm-mentoring-program-2019.aomapp.net/>

### Why do you need me to provide so much information on my application form?

The information you provide will help us 'match' the right Mentee with the right Mentor, based on experience, skills and what you both want to achieve from the Program.

### When will I know if I've been successful, and if so, with whom I've been matched?

Once you have uploaded your profile, we will contact you to confirm whether you've been accepted into the Program. By mid-December, we will let you know if you've been successfully match, and who has been selected as your mentoring partner. It's important to note we won't 'match for matching sake'. If a suitable match is not available, your application will be held over and considered for future programs. You should hear from us by mid-December 2019 as to whether your application has been successful.

### What will I have to do if my application is successful?

If your application is successful,

1. Log in to the program platform and **complete the online training (one hour)**, and begin to familiarize yourself with the program platform and the resources contained therein.
2. You might like to **contact your Mentor** and introduce yourself, and **schedule your first meeting** (sometime after the Program Launch on 19 February 2019).
3. **Schedule the following events in your diary, as your attendance is required:**

Program Launch Webinar <i>All participants</i>	<b>Tue 19 February 2019</b> <i>12:00 noon AEDT</i>
Mid-Program Progress Review Webinar <i>Mentees</i> <i>Mentors</i>	<b>Tue 2 July 2019</b> <i>12:00 noon AEDT</i> <i>1:30pm AEDT</i>
Program Close Webinar <i>Mentees</i> <i>Mentors</i>	<b>Tue 22 October 2019</b> <i>12:00 noon AEDT</i> <i>1:30pm AEDT</i>

4. Before your first meeting, read through the **First Meeting Tool** and **First Meeting Checklist**, available in the Resources library on the platform.

### Please make time to complete the online training.

The training will help provide you with the knowledge and skills to have a successful mentoring relationship. In addition, you will be asked to respond to three short online surveys to check on your mentoring progress and allow you to give the Program Manager valuable and welcome feedback about the program and resources.

It will be up to each Mentee/Mentor pair to establish their own timetables for their one-on-one meetings, which should take place at least monthly for the Program period.

***Will discussions between Mentees and Mentors be confidential?***

Absolutely! Great Mentee/Mentor relationships are based first and foremost on trust. Your participation in the Program is confidential and you will agree with your mentoring partner how you will handle confidentiality between you.

***Who do I contact for more information?***

If you're interested in finding out more about the program, please contact Gina Meibusch, Mentoring Program Manager, at [gina@artofmentoring.net](mailto:gina@artofmentoring.net)

***Will I be able to claim CPD points in my role as a Mentor or Mentee?***

Yes, both Mentors and Mentees participating in the Mentoring Program will receive 25 points. Points will be allocated at the mid-way review – 10 points, and at completion of the program 15 points. Keep a note of your participation to use as part of your CPD log.

**FOR MORE INFORMATION**

Contact Gina Meibusch, Mentoring Program Manager, at [gina@artofmentoring.net](mailto:gina@artofmentoring.net)