



OLD SYDNEIANS' UNION

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SYDNEY GRAMMAR SCHOOL, COLLEGE STREET, DARLINGHURST NSW 2010

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Mentor Program – Notes for Mentees

Program purpose and expectations

The OSU has established a mentoring program for its members. Mentoring is a way in which Old Sydneians are able to help other alumni establish goals and develop skills in order to reach these goals.

It can assist the mentee to acquire the necessary skills, increase their confidence and widen perspectives. Mentees will learn to work through their errors and learn to avoid them, enhance both their career and personal life, and ultimately help their organisation with new insights and skills obtained.

- A Mentor/Mentee relationship is only as valuable as the work that is put into it. It is not a method of acquiring internships or for asking favours. It is a professional and confidential partnership.
- The timeframe of the relationship is envisaged to be initially for 6 months after which time participants can review and assess their desire for a continuing program. Contact should be made every month with face to face at least every 2nd month. It is expected that the contact period should be around an hour. The location will probably be not at the place of work of either participant but perhaps a cafe or public space near to the workplace of the mentor.
- **Confidentiality is to be observed at all times, including all personal contact details.**
- Professional standards of behaviour and safety are to be maintained at all times.
- Mentors and mentees are to treat each other with courtesy and respect
- Fulfilment of all agreed commitments
- If any issues arise, contact the program co-ordinator

Confidential information

A mentor and mentee will maintain confidentiality of all matters discussed in a mentoring situation. The mentor will not keep records of assistance given without the mentee's express permission. Neither mentor nor mentee or representatives of Macquarie University shall disclose to any person, the whole or any part of the confidential information, nor use any part of the confidential information for their purposes, or for the benefit of any third party, without the written prior consent of the party disclosing the confidential information.

Each party shall be entitled to disclose any confidential information received to the extent only it is required to be done to comply with statutory or legal obligations, provided that party first gives notice in writing to the other party and complies with any reasonable direction of the other party.



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This clause shall survive the termination of a mentoring relationship.

Mentors will not have any commercial and/or non-pecuniary interest in the Mentee's business and vice versa. Any conflict of interest is to be declared.

Possible discussion topics

Career Conversations

- Discuss your educational background and the role of educational preparation in your field
- Share your knowledge of organizational types and cultures
- Talk through individual work values impact career choices
- Share about a current event or issue in your field
- Talk about your experience of "office politics."

Resume/Interview Exercises

- Critique the mentee's resume and cover letter
- Practice an informational interview
- Talk about what to expect from a job interview in your field

Life Style

- Discuss the reality of the work hours in your field
- Share your experience of your transition from school to work
- Talk about how you have balanced personal life and career and what they expect
- Discuss how to maintain good health while in school and work
- Talk over how to manage stress and handle competition

Skills

- Educate the student on cultivating professional relationships with colleagues
- Talk through how to develop effective communication skills
- Identifying different personality types and communication styles in others
- Discuss what you have learned about making decisions
- Self awareness
- Networking skills
- Goal setting and implementation planning



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How to get the most from the program

Do's	Don'ts
<ul style="list-style-type: none">• Be proactive• Question and reflect• Communicate openly• Be open-minded to opportunities, new experiences and different ideas• Accept feedback and learn from it• Be prepared before meetings with the topics/problems to be discussed and any material you are going to provide	<ul style="list-style-type: none">• Have unrealistic expectations (e.g. such as work experience, job offer, etc.)• Neglect agreed commitments without explanation