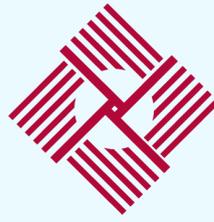


# WOMEN in Transport



ASSET MANAGEMENT COUNCIL

## Asset Management Mentoring Program Information Pack

### WHY MENTORING?

Would you like:

- Guidance for your personal and professional development in the asset management profession from someone with a wealth of experience?
- An opportunity to reflect on professional challenges and achievements?
- Satisfaction from helping others and contributing to the future success of the profession?
- A chance to develop your mentoring and leadership skills?

The WiT Asset Management Mentoring Program aims to assist in increasing the number of women working in the transport industry, as well as better retain those already in it. It pairs women in the transport industry seeking guidance and support with more experienced practitioners who are willing to commit time and energy to the professional development of another practitioner.

### 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 or mentoree. 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, in which there is an exchange of knowledge, experience and goodwill.

Some examples of what our mentors may assist with:

- Act as a source of information and insight
- Suggest relevant options regarding career development or strategies for achieving professional goals
- Recommend possible resources to improve specific skills
- Help the mentee solve professional challenges in their working life
- Discuss issues of professional ethics
- Discuss workplace related issues and options for how these may be addressed.

## WHY IS MENTORING IMPORTANT?

The WiT Asset Management Mentoring Program will be an important component for developing and sustaining a satisfying professional career for project managers and helping them to attain higher levels of certification.

Participants in mentor programs report a number of 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:

- Experience guidance and support in the profession
- Excellent networking opportunities
- Receiving feedback and developmental guidance
- Identifying professional growth and career planning
- Membership with the Asset Management Council for one year which offers ongoing development opportunities.

### For Mentors:

- Contribute 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

This program is **not** about the mentor finding a job for the mentee.

## WHO CAN APPLY?

To join as a **mentee**, you must be a woman who works in the asset management technical space within the transport portfolio (TfV). To join as a **mentor**, you must have a minimum of five years of technical experience within asset management.

Both mentees and mentors must also be willing to attend program webinars and complete the training provided.

## APPLICATION PROCESS

Mentees and mentors will be asked to complete a short application form to assess their eligibility for the program and to collect details about what they are looking for in a mentoring partner.

If you would like to know more, or are unsure if this program is suitable for you, you are invited to contact Heidi Robinson on ph. 03 9819 2515 or email [heidi.robinson@amcouncil.com.au](mailto:heidi.robinson@amcouncil.com.au)

# Women in Transport Asset Management Mentoring Program

## WHAT'S INVOLVED?

The WiT Asset Management Mentoring Program is a six (6) month program commencing in October 2018. Mentors and mentees will be matched according to application details and are required to attend three events - Program Launch, Mid-Program Review and Program Close - all of which will be delivered via Webinars.

During the program, mentors and mentees will be expected to be in contact at least fortnightly.

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

During the program, you will receive frequent communications from the Asset Management council, giving you helpful tips and information and mentoring and access to other relevant materials available for supporting mentees.

During and at the end of the six (6) month program, you will be invited to provide feedback to the Asset Management Council about your experience.

## 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 fortnight
Program surveys	1/2 hour in total

## KEY DATES

Applications Close	1st October 2018
Program Launch Webinar	15th October 2018
Program Progress Review Webinar	10th December 2018
Program Close Webinar	29th April 2019
All webinar sessions will be held at 1:00pm AEST	

## PROGRAM MATERIALS

Once you apply and are matched, all the materials you need will be available for you online. If you have materials you would like to share with others, you can also post these up. The only 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 1st October 2018, by completing the application here:  
[/www.amcouncil.com.au/mentoringprogram](http://www.amcouncil.com.au/mentoringprogram)

Mentees will be asked questions about their background, and what they would like to achieve by working with a mentor for six (6) months. Mentors will be asked about the areas in which they 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 8th October 2018.

## WHAT IF I AM NOT SELECTED?

We will endeavour to match all mentees that apply, provided that we have a suitable mentor. Some mentors may not be matched if their expertise/experience is not suitable for any applicants. If we don't have a suitable match for a mentor, we won't pair you for the sake of putting you in the program.

## CODE OF CONDUCT

In applying for and entering into the WiT Asset Management Mentoring Program, it is understood that the following code of conduct is adhered to at all times:

1. Women in Transport and the Asset Management council are committed to supporting women in the transport sector through enabling mentors who will support these mentees 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.

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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 be careful in their discussions with their partners not to denigrate other employers or workplaces.
12. All participants understand the confidentiality and privacy of the mentor/mentee will be strictly adhered to, at all times.
13. Mentor and mentee share responsibility for the smooth winding down of the relationship after the six (6) months of their assignment.
14. Although the mentor/mentee relationship is for six (6) months, many mentors and mentees continue to stay in touch for a range of beneficial reasons.

## FREQUENTLY ASKED QUESTIONS

### ***How long will the mentor program run for?***

The pilot mentor program will run for six (6) months from the 15th October, 2018.

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

No cost involved, only your time.

### ***How many people can participate in the pilot program?***

A maximum of ten (10) mentees matched with ten (10) mentors. So, hurry if you want to take part!

### ***How do I apply?***

Go to [www.amcouncil.com.au/mentoringprogram](http://www.amcouncil.com.au/mentoringprogram)

# Women in Transport Asset Management Mentoring Program

## ***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 pilot program.

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

Once you have uploaded your profile, we will contact you to confirm whether you've been accepted into the program 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 the 8th October 2018 as to whether your application has been successful.

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

If your application is successful, you will need to attend the following:

1. Program Launch webinar on Monday 15th October 2018.
2. Program Review webinar on Monday 10th December 2018.
3. Program Close webinar on Monday 29th April 2019.

You will also be asked to complete a one-hour online training. The training will help provide you with the knowledge and skills to have a successful mentoring relationship.

It will be up to each mentee/mentor pair to establish their own timetables for their one-on-one meetings, which will probably take place at least fortnightly for the pilot 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 email Heidi Robinson at [heidi.robinson@amcouncil.com.au](mailto:heidi.robinson@amcouncil.com.au) or ph. 03 9819 2515.

## ***Will I be able to claim CPD points in my role as a mentor or mentee?***

Yes, all mentors and mentees will be allocated ten (10) structured points for participating in the mentoring program.

## **FOR MORE INFORMATION**

Contact Heidi Robinson at [heidi.robinson@amcouncil.com.au](mailto:heidi.robinson@amcouncil.com.au) or ph. 03 9819 2515.