



MENTORING PROGRAM

Supporting our members to link up in one-to one mentoring relationships to achieve their career, business and professional development goals.

FreeThinkers Information Pack

INTRODUCTION

"If I have seen further than others, it is by standing on the shoulders of giants" - Isaac Newton

Mentoring benefits everyone involved - Mentees, Mentors and the organisations which they own or work in.

FreeThinkers are able to learn from someone who has travelled the path before them. **Mentors** have an opportunity to invest themselves in someone who could benefit from their experience and develop their skills in supporting others.

Mentoring also helps the community by encouraging an environment where people motivate each other and work together to improve skills and knowledge, building stronger relationships and networks.

As a **Hastings Business Women's Network** member you now have the opportunity to be mentored by a fellow HBWN member who can and help you achieve your career, business and professional development goals.

What is the FreeThinker's Role?

- With your Mentor, establish specific goals and objectives for the mentoring relationship.
- Take responsibility for achieving these developmental goals.
- Ask questions of your Mentor, trusting that if they don't know the answer, they will know where to find it!
- Be open-minded and take advantage of the opportunity to be exposed to new things, even if it is not your "thing". Share interests with your Mentor.
- Receive all feedback graciously and implement as appropriate.
- Seek clarification on any points not understood.
- Use your Mentor as both a resource for knowledge and sounding board for ideas and issues.
- Attend required meetings and meet commitments made to your Mentor.

What is the Mentor's Role?

- Help the FreeThinker to set realistic developmental goals for the program and assist her to achieve these.
- Hold the FreeThinker accountable for achieving the goals that they set for the program.
- Help build self-confidence through encouragement, and constructive feedback.
- Provide feedback on ideas and plans the FreeThinker has for themselves or their business.
- Share wisdom, advice and an alternative perspective from her experience, while allowing the Mentee to trust her own experience.
- Create opportunities that may not otherwise be available e.g. increased visibility, access to networks.
- Support the needs and aspirations of the FreeThinker.
- Encourage collaboration between FreeThinkers.
- Attend required meetings and meet commitments made to FreeThinkers.
- Offer suggestions to improve FreeThinker's skills, talents, abilities, initiative, and commitment.
- Offer challenging ideas that will inspire the FreeThinker.
- Suggest an 'alternate' Mentor(s) for areas where the Mentor is unable to add value or expertise.
- Be willing to say "I do not know".

The Role of the Mentor does not include:

- Involvement in the running of the FreeThinker's business.
- Providing legal and tax advice (unless the Mentor is in that profession).
- Therapy or counselling on personal issues.

How Will Mentoring Benefit Me?

Mentoring:

- Provides a 'personalised' opportunity to address your individual development needs
- Provides an opportunity to develop new skills and expertise
- Provides access to independent and objective perspectives
- Enhances your confidence in dealing with challenges and issues
- Enhances networking opportunities
- Drives you to set goals and to strive towards them
- Helps to clarify and enhance your future direction
- Can provide you with support during times of change and transition

What's My Commitment?

The mentoring component of the FreeThinker's membership consists of a **minimum commitment of 8 meetings over the 3-month period**. These meetings can be at a time, location and duration to suit both parties. We believe the more you put into this program, the more you will get out of it!

While face-to-face communication is often the best method, we recognise the busy nature of our members.

An example of communications methods between the Mentor and FreeThinker may look like this:

A minimum of 4 x 1 hour physical face to face meetings, with remaining 4 hours made up by these methods:-

- Email
- Phone
- Social media channels/Facetime/Skype

Responsibilities of the Mentor and the FreeThinker include:

- Contacting the Membership Coordinator if there are any issues that require resolving as soon as possible
- Open communication with each other and early feedback if there are any concerns
- Being accountable to each other
- Be willing to play at 100% and maintain accountability for achieving your goals
- Having FUN !!

How do I become involved in the Mentor Program?

The program is included within your membership and actioned as a priority upon joining as a member.

You will need to complete a form which will help in identifying the best possible Mentor to suit your goals and objectives.

When the matching process is complete, you will be notified of your match by the Membership Coordinator Mel Haverfield.

While we consider the FreeThinker to be the "driver" of the relationship in an ongoing sense, the initial meeting with your Mentor will be facilitated by the Membership Coordinator.

Mentors and FreeThinkers will continue to manage their relationships for the remainder of the 3-month period. After this time, the FreeThinker and the Mentor may elect to finalise the mentoring relationship or extend it beyond this period.

Once the 3 month program has finished, Mentors and FreeThinkers will be asked to provide feedback on the program by completing an evaluation form.

IMPORTANT: Both Mentors and Mentees must be HBWN financial members and be willing to sign and comply with the *Business Integrity and Confidentiality Agreement and Waiver Document* which will be provided to Mentoring program members.

What happens if I have concerns or a conflict with my Mentor?

Please contact the Membership Coordinator as soon as possible for a confidential discussion.

Can I withdraw from the program at any time?

Yes you may. We do encourage you however to consider carefully the Mentoring relationship you are entering and the opportunities afforded to you to continue with the program.

Is there an additional cost to be a Mentee?

No, mentoring is included as an important benefit of your FreeThinkers membership.

Who can I contact for more information?

Please email Mel Haverfield, Membership Coordinator at hbwnmembership1@gmail.com.

What do I do next?

Please complete the *FreeThinkers Information Form* and the *Business Integrity, Confidentiality Agreement and Waiver* and return to Mel Haverfield by emailing to hbwnmembership1@gmail.com

4 Step Mentoring Process

for each meeting



Further Information and Assistance:

FreeThinkers Mentoring Program Coordinators:

Mel Haverfield
Membership Coordinator
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