

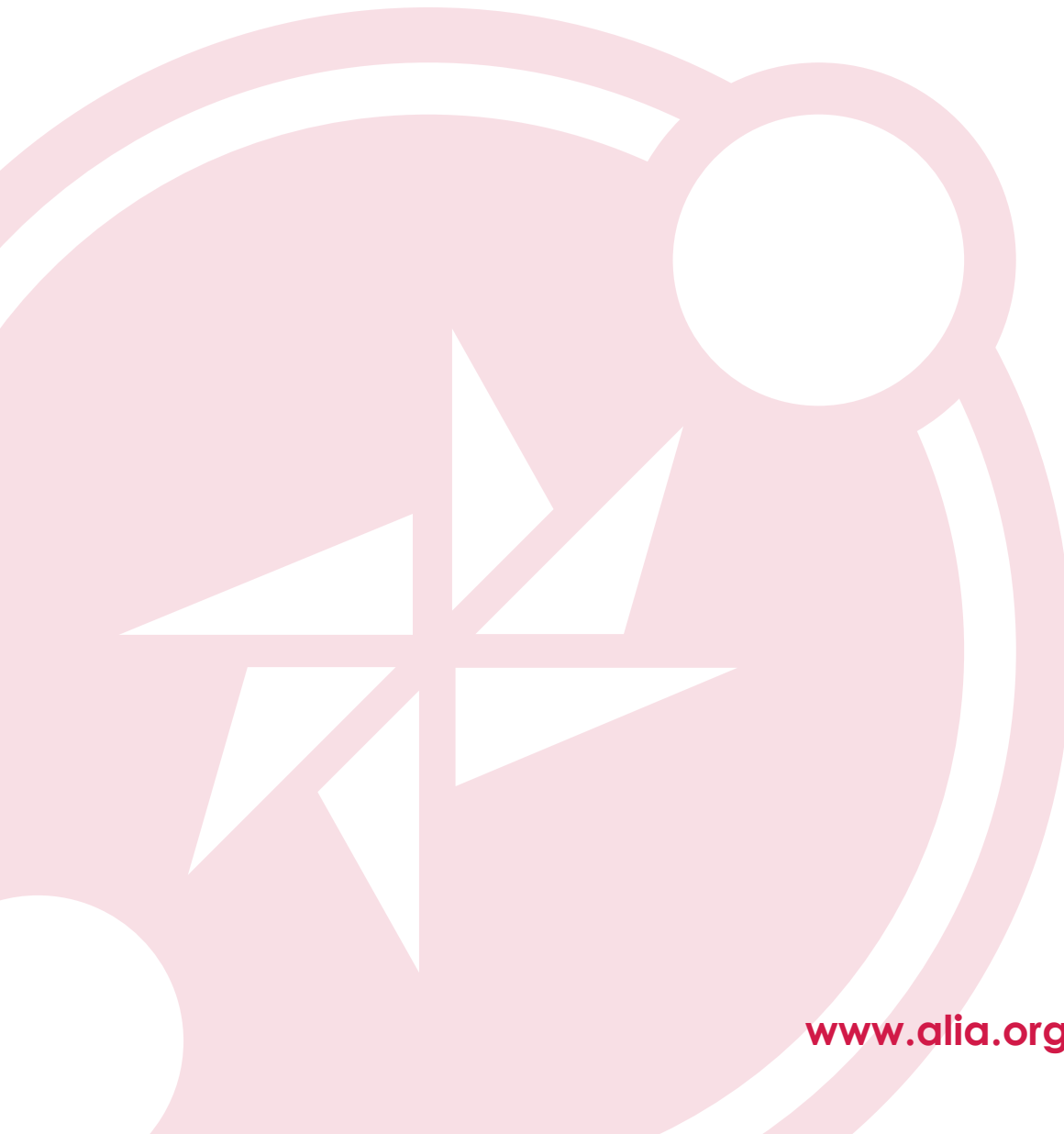


Australian Library and
Information Association



ALIA
MENTORING
SCHEME

ALIA MENTORING SCHEME **GUIDELINES** 2018



www.alia.org.au/mentoring



ALIA MENTORING SCHEME GUIDELINES

Applications will open on 28 May 2018 and will close on Friday 29 June 2018 for a start date in July 2018.

OVERVIEW

- Mentoring brings a person looking for initial guidance and direction (the mentee) together with another person who can help provide this (the mentor). They work collaboratively to get results.
- The ALIA Mentoring Scheme is a formal mentoring program in which an experienced Library and Information Science (LIS) professional helps another person develop his or her own goals and skills through a series of time-specific, confidential, one-on-one contacts (either virtual or face to face). Mentoring has been defined as “an alliance between two people that creates a space for dialogue which results in reflection, action and learning for both”.
- ALIA supports the development of resilient professionals who are seeking sustainable careers in a rapidly changing working world. The ALIA Mentoring Scheme has been designed to assist those seeking opportunities for career and professional development by creating mentoring relationships. The scheme matches experienced LIS professionals (mentors) with upcoming LIS professionals (mentees).
- The scheme is made possible through the generous support of ALIA members, who volunteer their time as mentors. In return for their valuable time mentors enjoy the opportunity to give back to the LIS community whilst building mentoring and coaching skills.
- ALIA will provide ongoing support to both mentees and mentors over the 12 months of the formal mentoring scheme program.
- Each intake runs for 12 months. Applications open approximately one month prior to commencement. Once matches are made participants are notified of their new mentoring partner via email.
- ALIA will make all attempts to match and support mentees and mentors. There may be instances where no suitable mentoring matches can be made as the scheme is dependent on self nomination from both mentees and mentors. If no suitable match can be made, no payment will be taken.
- All participants must be personal ALIA members (or take out ALIA membership), as either:
 - o Associate
 - o Library Technician
 - o Student
 - o Allied Field
- Mentees will pay a cost of \$150 for the 12 month scheme. There is no charge for mentors.

MENTORING

The ALIA Mentoring Scheme is an opportunity for ALIA to support our members seeking a formal structured mentoring relationship.

Mentoring comes in many forms, it can range from a spur of the moment connection to an intense long term relationship. The mentoring relationship can be highly structured or informal, long term or short term. Within these parameters there are also different forms of relationships for example: reciprocal mentoring, where neither party is designated 'mentor', peer mentoring where individuals at similar levels partner, reverse mentoring when specialised knowledge is shared across experience levels, and group mentoring where shared wisdom supports a number of individuals achievements. ALIA fosters with its wide range of activities many different mentoring opportunities, Conference mentoring, Group activities especially the Student and New Graduates Group offerings, PD Clubs, International Librarians Network (ILN), journal clubs, formal advice sessions. The ALIA Mentoring Scheme complements these existing activities and offers members a new formal structured mentoring program.



MENTEES

WHO SHOULD APPLY?

Experienced or inexperienced LIS Professionals. Mentees may be new to the profession or wanting to move into a different LIS sector or a more senior role. Is this the right time in your career to seek a mentor? Can you take constructive criticism? Do you have the ability and desire to learn new things about your practice and yourself? If you feel you have room for improvement or want to progress your career but are not sure if this formal mentoring scheme is for you please contact pd@alia.org.au

PROGRAM

A mentee should make a time commitment of at least one hour per month for contact and two hours for contact preparation. Take responsibility for your development and be proactive about initiating contact with your mentor.

RESPONSIBILITIES OF THE MENTEE

- Agree and abide by the Code of Conduct
- Ensure confidentiality is maintained
- Be willing to listen and learn
- Ask for feedback and give feedback when required
- Plan the meeting ahead, create a list of things that you would like to discuss that you feel will be relevant to your development
- Be honest and clear with your mentor about what you would like to learn and achieve, and ensure that you both have an understanding of your goals
- Use reflective learning to focus and explore options

BENEFITS TO THE MENTEE

- Provides excellent networking opportunities
- Develops new skills – i.e. problem solving
- Provides you with a role model
- Helps you Identifying professional growth and development areas
- Develops your communication skills
- Develop a sharper focus on what you need to grow professionally
- Helps to set goals and work towards them
- Mentee can set goals and develop processes to achieve them
- Mentoring hours qualify towards ALIA PD Scheme points

MENTORS

WHO SHOULD APPLY?

A mentor is an ALIA Associate or Library Technician Member who is an experienced LIS professional with at least four years of LIS industry experience and who feels they could assist in the growth of a mentee.

PROGRAM

Mentors can choose to have more than one mentee per intake. They should consider carefully the time requirement involved in mentoring and ensure that they have adequate time to give to more than one mentee. It is recommended to spend at least one hour per month per mentee contact time, but personal requirements should be considered. Many mentoring pairs communicate on a more regular basis than the recommended minimum and this should also be taken into account.

RESPONSIBILITIES OF THE MENTOR

- Agree and abide by the Code of Conduct
- Schedule a meeting at least once a month with your mentee, and set these at your initial meeting
- Ensure confidentiality is maintained
- Be willing to listen and communicate with your mentee
- Be fully present, focusing on the mentee and what they are saying
- Ask insightful, open ended questions to help the mentee explore their situation
- Provide guidance to your mentee, offer relevant advice and give feedback when required
- Try and plan the meeting ahead, with some initial questions prepared to ask you mentee or some relevant experiences to share
- Take an interest in your mentee and assist them to achieve the goals that they have set
- If appropriate introduce your mentee to professional networks and explore career development opportunities
- Know your professional boundaries and areas of expertise and knowledge, and refer the mentee to other specialists for advice if this is required

BENEFITS TO THE MENTOR

- Enables further development of mentoring skills e.g. providing feedback, communication and interpersonal skills
- Provides a sense of personal and professional satisfaction
- Enables you to give back to the LIS profession and contribute to ALIA
- You get to stay in touch with emerging issues relevant to less experienced LIS professionals
- Mentoring hours qualify towards ALIA PD Scheme points

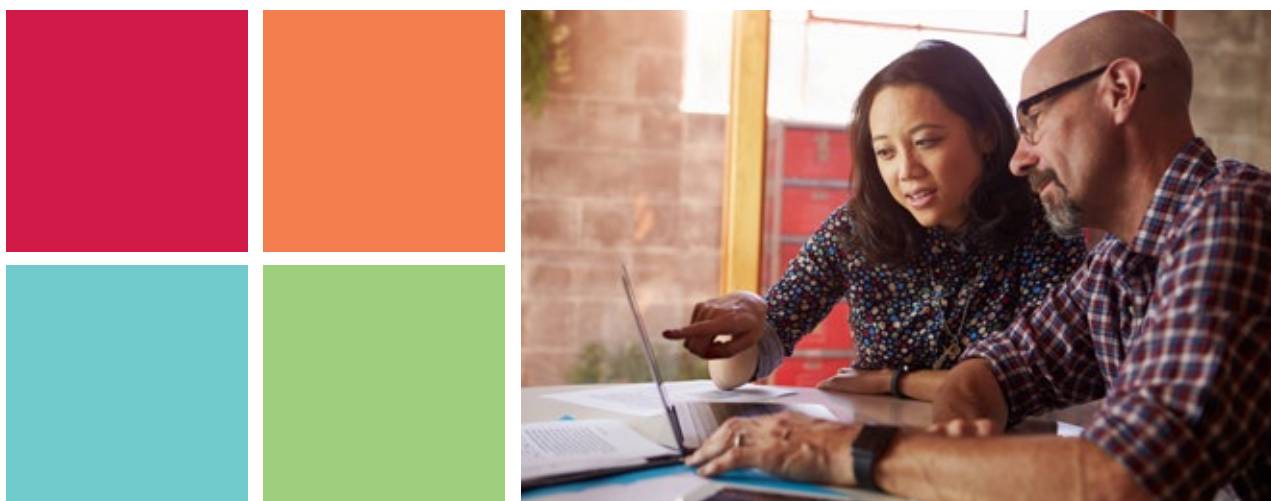
MENTEE/MENTOR mutual responsibilities

- Bring enthusiasm, optimism, sensitivity and respect to the relationship
- Make a commit to time and energy
- Strive to be open to new ideas and feedback
- Commit to full confidentiality of discussion
- Reschedule any meeting that cannot be met
- Periodically assess and celebrate progress
- Periodically evaluate the mentoring relationship to see if it should continue, be modified or be terminated.

ALIA SUPPORT

ALIA will provide:

- matching of mentees and mentors
- ALIA Mentoring Scheme group introductory webinar, and follow up monthly webinars for mentees and mentors
- ALIA Mentoring Scheme Guidelines
- a Partnership Agreement
- a Partnership Acceptance form
- an ALIA Mentoring Scheme Workbook
- the MyPD Tracking Tool to record reflections - open to students and ALIA PD scheme members
- regular email contact
- an ALIA Mentoring Scheme wiki for participant discussion
- an ALIA Mentoring Scheme evaluation
- a Certificate of Participation in the ALIA Mentoring Scheme



Resources

Mentors and mentees are encouraged to make full use of ALIA and group networking events and newsletters.

These include:

- PD suggestions [80+ ideas for your professional development](#)¹
- the [ALIA PD Scheme](#)² and/or the [Specialisation competencies](#)³ and [Skills Audit](#)⁴
- [ALIA Career Development Kit](#)⁵ to help plan your professional and career development
- [Reflective learning](#)⁶
- [ALIA Weekly](#)⁷, [PD Postings](#)⁸ and other newsletters
- [ALIA Training](#)⁹ courses and workshops



¹ <https://membership.alia.org.au/documents/item/164>

² <https://membership.alia.org.au/pdinfo/alia-pd-scheme>

³ <https://membership.alia.org.au/pdinfo/specialisations/alia-pd-scheme---specialisations>

⁴ <https://membership.alia.org.au/documents/item/76>

⁵ <https://membership.alia.org.au/documents/item/170>

⁶ <https://membership.alia.org.au/pdinfo/forms-and-resources/reflective-learning>

⁷ <https://membership.alia.org.au/communications-info/newsletters/alia-weekly>

⁸ <https://membership.alia.org.au/communications-info/newsletters/pdpostings>

⁹ <https://www.alia.org.au/training>

MENTORING SCHEME FORMAT

Each intake of the ALIA Mentoring Scheme runs for 12 months.

HOW TO APPLY

Timeline for Intake 3, July 2018 - July 2019

- Information on ALIA website and in ALIA Weekly week commencing 28 May 2018
- Applications due to pd@alia.org.au by Friday 29 June
- Mentees notified via email by 20 July
- Mentors notified via email by 20 July
- Introductory webinar 26 July
- Mentoring contact commences after 26 July webinar
- Payment of \$150 from the mentee is deducted when the signed Partnership Acceptance Form is received by ALIA within one month of a mentor being allocated
- ALIA Mentoring Scheme concludes at the end of 12 months in July 2019.

Applicants – both to be a mentee and a mentor – are required to complete an application form which the ALIA Learning Team will use to match mentees and mentors. When completing your application form please include any information that you think is relevant to us finding you a good match.

Upon initial application participants will receive a confirmation email. (Email pd@alia.org.au if you do not receive).

Mentoring Match

Participants will be notified via email at the commencement of the scheme of their mentoring match and given details of next steps.



Orientation Webinar

An orientation webinar will be conducted shortly after mentors and mentees have been paired to introduce participants to the scheme.

- **Scheme:** Intake 3, 2018
- **Date:** Thursday 26 July 2018
- **Time:** 1:00pm - 2:00pm (AEST)
- **Guest hosts:**
 - Judy Brooker
 - Kate Bunker

This orientation webinar (using GoToWebinar) will be conducted shortly after mentors and mentees have been paired to introduce participants to the scheme. This session helps provide an overview of the structure of the ALIA Mentoring Scheme, mentor and mentee roles and responsibilities, and how to get the most out of your time with your mentor or mentee. You will receive a separate invitation to the webinar via email. This email will have details about how to access GoToWebinar so please read the information and perform the checks to make sure your operating system, browser and internet connection are adequate. You won't need a separate password to access the webinar; all details will be contained in the invitation email.

Steps

1. Mentees and mentors contact and meet (ideally in a café over coffee, but this can also occur over virtual space). At this meeting both mentee and mentor should read through and understand these Guidelines. Both mentee and mentor will sign the Partnership Agreement and Plan and the Partnership Acceptance forms. The signed Partnership Acceptance form is sent to pd@alia.org.au. The Planning Workbook will form the basis of further mentoring discussions.
2. Mentees and mentors continue to meet and work together.
3. Midway through the mentoring time frame, both parties should review their progress and satisfaction.
4. Complete an evaluation form at the end of the formal mentoring relationship after 12 months. Please complete this evaluation form within 2 weeks and send to pd@alia.org.au

COMMUNICATION

The minimum recommended time commitment is one hour per month either face to face or in a virtual space such as Skype (or another suitable medium) with availability to be contacted in between these primary contact points via email, phone or online as agreed.

Typically the more time the mentee/mentor pair puts into the scheme, the more successful the mentoring relationship.

COST

Mentees will pay a cost of \$150 for the 12 month scheme. Payment details will be required upon application. Payment will be confirmed after a suitable match has been made with a mentor.

Payment will be debited by the end of the second month of the scheme (end of August 2018).

There is no charge for mentors.



CODE OF CONDUCT

In applying for and entering into the ALIA Mentoring Scheme it is understood that the code of conduct is to be adhered to at all times:

- It is expected that confidentiality and privacy of the mentor/mentee relationship will be strictly adhered to.
- The ALIA Mentoring Scheme requires dedication from both parties to make it work. The applicant should understand that the mentoring scheme will require time commitments and be happy to give up some of their time to participate in the scheme and communicate with their mentee/mentor.
- It is expected that mentors/mentees will complete the application form honestly, in order for the matching of mentors/mentees to be as successful as possible.
- It is expected that all mentors and mentees 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.
- It is expected that if the mentoring relationship is not working for any reason, that ALIA will be notified immediately to ensure that the matter is addressed and if necessary a new mentor/mentee allocated.
- The applicant should understand that once they have made the commitment to participate in the ALIA Mentoring Scheme that if for any reason they cannot see the scheme through to its conclusion, they need to notify ALIA and their mentee/mentor as soon as possible. Participants wishing to withdraw from the scheme are required to complete a formal withdrawal process.
- It is expected that within the mentoring relationship there will be no bullying, abuse or misconduct on the part of the mentor or mentee and that failure to abide by this may result in termination from the scheme.
- It is expected that the mentor/mentee, in becoming a part of the ALIA Mentoring Scheme, will provide time to share ideas, knowledge and experiences with their partner in the mentoring relationship.
- The ALIA Mentoring Scheme is for 12 months duration. There is no expectation that the mentoring relationship or support will continue beyond 12 months. Any continued contact beyond 12 months is the responsibility of the mentee and mentor only. ALIA's direct involvement will conclude at the end of 12 months.

FORMS

ALIA Mentoring Scheme:

- Guidelines
- Mentee application form
- Mentor application form
- Partnership Agreement and Plan
- Partnership Acceptance form
- Workbook

