

CONNECTING THE SECTOR VETERANS' MENTORING PROGRAM

Information brief and Code of Practice for Mentors

The Office for Veterans, Department of the Premier and Cabinet is responsible for delivering the Connecting the Sector Veterans' Mentoring Program which aims to support veterans employed across the Queensland public service.

The Office for Veterans has partnered with Art of Mentoring (an Australian based mentoring business offering the latest in mentoring best practice), to help deliver this important initiative.

The program provides opportunities for veterans employed in the Queensland public service to receive guidance and support as they either settle into their new careers or seek to progress their careers within the Queensland Government.

WHAT DO WE MEAN BY MENTORING?

mentor: (noun) an experienced and trusted adviser.

Mentoring is a developmental relationship in which one person takes the time to assist the career, professional or personal development of someone else, who is known as a mentee. 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 mentors may assist with 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 to solve professional challenges in their working life
- discussing issues of professional ethics
- discussing work-related issues and identifying options for how these issues could be addressed.

WHY IS MENTORING IMPORTANT?

The Connecting the Sector Veterans' Mentoring Program is an important program for developing and sustaining a satisfying professional career for ex-Australian Defence Force veterans within the Queensland Government.

Participants in mentoring programs report a number of benefits from their participation:

- improved confidence
- self-awareness
- clearer career direction
- better communication
- listening and feedback skills
- more assertive communication
- enhanced management skills

BENEFITS OF THE PROGRAM

For mentees:

- experienced guidance and support
- excellent networking opportunities
- receiving feedback and developmental guidance
- identification of areas for professional growth and assistance with career planning

For mentors:

- contributing to the profession
- staying abreast of emerging issues relevant to the profession
- further development of mentoring skills including listening, asking questions, guiding, providing feedback, communication and interpersonal skills

WHO CAN APPLY?

To join as a **mentor**, you must be a Queensland Government employee:

Stream 1. who is also an ADF veteran and has been employed with the public service for more than two (2) years.

OR

Stream 2. who has been in the public service for more than four (4) years and who manages individuals or teams (and may or may not be a veteran).

Note:

1. You can be a mentor in Stream 1 and a mentee in Stream 2 at the same time, but you must take into consideration the time commitment required to successfully carry out each role.
2. As a mentor in either stream, you can work with up to two (2) mentees during the program, but you must meet with each mentee separately and maintain their confidentiality. You should also take into the consideration the time required to successfully carry out each role.

If you are considering either of these options, please contact the Program Manager.

To join as a **mentee**, participants must be a Queensland Government employee:

Stream 1. who has transitioned from the Australian Defence Force (ADF) within the last two (2) years, and is looking for a more experienced Queensland Government employee (who is a veteran) to be their mentor.

OR

Stream 2. who has transitioned from the ADF more than two (2) years ago, and is looking for a mentor in a senior leadership role in the Queensland Government (who may or may not be a veteran) for career direction.

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

KEY PROGRAM ACTIVITIES AND DATES

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

KEY DATES	
Program information webinar	2 March 2023
Applications close	10 March 2023
Program launch webinar	10 April 2023
Program progress review webinar	25 July 2023
Program close webinar	27 November 2023

WHAT'S INVOLVED?

- The Connecting the Sector Veterans' Mentoring Program is an eight-month program commencing on 10 April 2023. Mentors and mentees will be matched according to application details.
- Mentors and mentees are required to attend three online events – the program launch, a progress review and the program close. These three events will be delivered via webinar.
- During the program, mentors and mentees will be expected to have contact at least monthly and should aim for at least eight meetings.
- Mentees and mentors will also be expected to complete an online training program to prepare you for your mentoring relationship. Acceptance into the program is conditional upon your commitment to completing the training.
- During the program, you will receive frequent communications with helpful tips and information about mentoring and access to other relevant materials.
- Periodically during the program and at the end of the program, you will be invited to provide feedback to the Program Manager about your experience.

MENTOR RESPONSIBILITIES

- Be available and accessible to your mentee according to the meeting frequency guidelines of this program.
- Avoid regularly cancelling or postponing meetings.
- Complete the online training provided, even if you are an experienced manager.
- You may find you do not have the answers to all your mentee's questions. Where appropriate research and refer your mentee to an internal support service for further information.
- Read and abide by the Code of Practice (in Resources).
- Respond to your mentee and the Program Manager in a timely manner.
- Complete the short surveys sent to you.
- Advise the Program Manager immediately if there are problems or if you are having difficulties fulfilling your responsibilities as a mentor.

APPLICATION PROCESS

- Mentees and mentors will be asked to complete a short application form to assess eligibility for the program and to collect details about what you are seeking from the mentoring relationship.
- Mentors will be asked about the topics you feel comfortable providing mentoring advice on. Please give as much information as you reasonably can to assist the matching process.
- [Please submit your application on the mentoring platform](#) by 10 March.
- Mentees will be invited to indicate their preferred mentors from a list of the most compatible potential matches, through an optional Partner Preferencing stage that opens on 16 March and closes on 17 March. Preferences will be considered but are not guaranteed.
- As a mentor, you will be advised if there is a suitable match by early April 2023.
- If you would like to know more or are unsure if this program is suitable for you, you are invited to attend a free information webinar on MS Teams on Thursday 2 March at 11.30am AET. [Register your details to attend.](#)

PROGRAM MATERIALS

All the materials for the program will be available online. You can also share materials with others by posting these to the online program administration platform. This platform allows you to communicate with the program co-ordinators and access resources.

WHAT IF I AM NOT SELECTED?

As this program has a limited number of positions available, you are encouraged to apply as soon as possible.

We will endeavour to match all mentors that apply, provided that we have a suitable mentee. Some mentors may not be matched to mentees if their experience and expertise does not meet the needs of any mentees.

FREQUENTLY ASKED QUESTIONS

How long will the mentoring program run for?

The mentoring program will run for eight months from 10 April 2023 to 27 November 2023.

Is the program open to Queensland Government employees?

Only full time Queensland Government employees can participate as mentors and mentees.

What is the cost?

This program is free.

How many people can participate in the program?

A maximum of 25 mentees and 25 mentors will be accepted into the mentoring program.

How do I apply?

Go to <https://connecting-the-sector-veterans-mentoring.aomapp.net/>

Why is so much information required 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, 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 the sake of it'.

If a suitable match is not available, your application will be held over and considered for future programs. You should hear from us by early April as to whether your application has been successful.

Am I responsible for finding my mentee a new job?

This program is not intended for the mentor to find a job for the mentee.

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.

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

Besides mentoring your mentee over an eight-month period, you will need to attend the following:

1. Program Launch Webinar – 10 April 2023
2. Progress Review Webinar – 25 July 2023
3. Program Close Webinar – 27 November 2023

You will also need to complete online training, which will take approximately one hour. 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 schedule their own one-on-one meetings, which should take place at least monthly for the eight-month program.

Who do I contact for more information?

If you're interested in finding out more about the program, please visit the mentoring platform here in the first instance. Questions may be directed to the Program Manager using the Contact Program Manager button on the mentoring platform.

MENTORING CODE OF PRACTICE

1. Queensland Government supports mentoring at all levels.
2. Mentoring is a powerful form of learning alliance between people outside the reporting line.
3. The mentor helps the mentee with the quality of their thinking about their self-development and career management; and in doing so, learns for him/herself.
4. Successful mentoring relationships can be informal or part of a more formal mentoring program, but the responsibility for the initiation and development of the relationship is primarily with the mentor and mentee.
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 agenda; it is not the mentor's role to impose their own agenda.
6. Mentor and mentee must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
7. Mentor and mentee must also respect the position of third parties, such as line managers or team colleagues.
8. The mentee must accept increasing responsibility for managing the relationship; the mentor must willingly empower them to do so.
9. Both mentor and mentee must be volunteers; equally, either party may dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss the matter together as part of mutual learning.
10. During the course of the mentoring relationship, the mentor and mentee will not enter into any commercial arrangements. Neither party may attempt to induce the other to buy goods or services from themselves or related parties.
11. During the course of the mentoring relationship, the mentor and mentee will avoid any romantic or sexual relationship, taking action to avoid such intimacy or withdrawing from the program if necessary.
12. Both parties will take care to make their mentoring meetings safe, choosing appropriate venues and times of day to meet, and keeping language and behaviour respectful. Bullying and harassment will not be tolerated.
13. The mentee is not obligated to follow the mentor's guidance, but the mentee does have a responsibility to consider the guidance given in as open a manner as possible.

14. The mentor will not intrude into areas the mentee wishes to keep 'off limits' until invited to do so. However, they may help the mentee recognise how other issues relate to those off-limits areas.
15. 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.
16. Mentor and mentee share responsibility for the smooth winding down of the relationship when it has achieved its purpose – they must avoid creating dependency.
17. Conversations between mentor and mentee will be kept confidential.