



2018 UDIA SA MENTOR PROGRAM

1.0 GENERAL INFORMATION

1.1 OVERVIEW

The UDIA SA Mentor Program facilitates a fixed-term learning relationship between experienced industry professionals and early-career professionals.

Through the program mentors can assist young professionals in enhancing their confidence, knowledge and skills required to successfully participate in the development industry. Mentees are provided with the opportunity to ask questions, discuss their mentor's projects and reflect on their own career aspirations.

This year's UDIA SA Mentor Program will commence in July and concludes in December. The program is structured with a minimum expectation of four meetings over this six-month period.

Mentors that successfully register for the program will meet potential mentee's during the launch night. Shortly after the launch night, mentees will be paired to suitable mentors by the UDIA. Up to three mentees may be assigned to a mentor to make the most of the four sessions – which should be attended by all mentees.

1.2 AIMS

The core aims of the UDIA SA Mentor Program are to:

- empower young professionals to form strong networks with like-minded and passionate professionals;
- develop young professionals as future leaders in urban development within their chosen field;
- provide a platform for the intergenerational exchange of knowledge and ideas; and
- develop the next wave of young professionals who will enact the changes required for best-practice.
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1.3 ELIGIBILITY

The UDIA SA welcomes registration of interest from experienced professionals who are currently members of the UDIA. Potential mentors will be required to submit details of their relevant experience with their registration of interest for the program.

1.4 PROGRAM

Take note of the following key dates and timeframes:

- April 2018 – June 2018: UDIA SA will seek registrations of interest from both potential mentors and mentees
- June 2018: Eligible mentors and mentees will be contacted and required to complete an individual registration form prior to the commencement of the program
- July 2018: UDIA SA will advise mentees of their allocated mentor and host a 'meet & greet' night to officially launch the program
- July to December 2018: Mentors and mentees will arrange at least four meetings over a six-month period
- January 2019: UDIA SA will host a closing event to celebrate the completion of the program.

1.5 PARTICIPATION REQUIREMENTS

Your role will be to facilitate the development of your mentees by acting as a resource and coach based on their needs. This may include assisting mentees to determine their career goals, helping them to realise their unique strengths and weaknesses, discussing the broader context of urban development and sharing insights about your role, industry or work experience.

Mentors will be required to meet the following requirements during the program:

- confirm commitment in writing via mentor EOI form, including a short bio
- attend the mentor 'meet and greet' event
- arrange and participate in a minimum of 4 mentoring meetings
- assess the collective goals of the assigned mentees and take creative liberty with the offerings in each session
- provide feedback about the program

Beyond these requirements, the mentors may offer additional meetings, individual support or access other professional development activities if they feel it would be beneficial.

Note that the mentor program is not a work experience or employment program.

1.6 REGISTRATION

To register, complete the Mentor Registration Form and submit to the UDIA SA by **May 11, 2018** .

Although we highly appreciate mentors registering, we cannot guarantee you a mentoring relationship.

1.7 CONTACT INFORMATION

For all enquiries relating to this program, please contact the UDIA office:

udiasa@udiasa.com.au

UDIA SA

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Adelaide SA 5000

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2.0 MENTOR PROGRAM GUIDE

2.1 GETTING STARTED

Prior to the mentor 'Meet and Greet' session, the UDIA SA will compile the preferential ballots and match mentees with mentors. Mentees and mentors will be notified of their pairings via email before the event but will not be required to make contact.

After the Meet and Greet session, mentors should initiate contact via email to arrange and confirm the date and location of the first meeting.

2.2 MEETING STRUCTURE

Success during the mentor program will require a structured set of face-to-face meetings. It is important that mentors demonstrate good communication skills to facilitate an open and honest exchange of ideas and perceptions.

The following guidelines for each of the four meetings:

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| Meeting 1 | <p>This meeting is to get to know each other by sharing goals and personal experiences regarding the industry. Each mentee should discuss what they are hoping to get out of the program. Set some tangible goals around discussion topics and schedule the remaining sessions in advance. Discuss where future meetings could be held to get the most out of the program.</p> <p>The outcomes for this meeting should be to:</p> <ul style="list-style-type: none">- obtain a clear understanding of the mentees' goals and expectations for the program- communicate your expectations and boundaries- determine aspects that you should focus on during the program to assist mentees in meeting their goals- decide the location and format of the remaining sessions- develop trust and rapport with the group |
| Meeting 2 | <p>Once you have gotten to know each other, discuss one or more of the mentor's projects in detail. This is an excellent opportunity to hold the meeting on a project site or in the mentor's office. This is an opportunity for mentees to ask questions and to hold discussions on the challenges and successes of projects.</p> <p>The outcomes for this meeting should be to:</p> <ul style="list-style-type: none">- provide mentees with valuable insight into your career path and professional experience- allow mentees to experience your working environment (where possible)- provide mentees with the opportunity to ask questions |
| Meeting 3 | <p>By now you may have developed foundations for extending the mentoring relationship. Hopefully mentors have invited mentees to visit a current site or workplace. Feel free to take a creative approach in structuring your future meetings, or continue formalities. Allow mentees to guide the meeting so that they can get the most out of the exchange. Remember to be open-minded and not to impose any strong personal views without providing alternative points of view or actions.</p> <p>The outcomes for this meeting should be to:</p> <ul style="list-style-type: none">- allow the mentees to direct discussion topics- provide mentees with further insight on your professional experience- provide mentees with the opportunity to ask questions |

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| Meeting 4 | <p>This is your final formal meeting for the program. The meeting content should be guided by the mentees so that discussion can be focused around key interest points. At the end of the meeting, discuss what you have achieved together and whether and to what degree you will remain in touch.</p> <p>The outcomes for this meeting should be to:</p> <ul style="list-style-type: none"> - provide a final opportunity for mentees to ask questions - provide final professional advice for mentees - review the program outcomes including the key benefits and areas that could be improved in the future |
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2.3 SCHEDULING MEETINGS

We recommend identifying mutually convenient timeframes in which to meet during your first meeting. This will help to streamline the rescheduling process if it arises. It is the responsibility of the mentees to make time for the program and accommodate the mentor's schedule demands.

We recommend scheduling all upcoming meetings as this will assist with time management. It may be useful to send calendar invitations for these meetings at the beginning of the program so that participants can plan around other commitments.

2.4 MEETINGS

Meetings must be held in a professional location suggested by the mentor and agreed by mentees. We recommend that at least one meeting be held on a development site to showcase a working environment.

Meetings should not be held in a private residence and should occur during, or immediately before or after regular business hours.

While it is ideal for the mentor to facilitate a site visit to allow their mentees an insight into a particular project, this may not always be possible for varied reasons. If a site visit is possible, the mentor must communicate any specific OWS requirements prior to the meeting including the need for personal protection equipment (PPE) such as steel-cap shoes, high-visibility clothing, hard hats, etc. It is the responsibility of the mentee to provide appropriate PPE and to meet any other requirements applicable to the particular site otherwise they may be denied access.

The use of alcohol must be avoided during the UDIA Mentor Program meetings.

2.5 THE RELATIONSHIP

Mentors and mentees must:

- Regard mentoring as a **professional relationship**
- Agree upon and work towards specific goals
- Actively engage in the formal phases/stages of mentoring
- Accept each other and be open to advice and suggestions
- Effectively deal with changes, unmet expectations or objectives
- Prepare for meetings and reflect on them afterward
- Avoid sharing personal history and problems unless it is relevant to the discussion, has an impact on mentees career development and is with mentee's consent
- Maintain confidentiality; this is a relationship of trust. Do not reveal any information gained in this program (personal or commercial) unless expressly permitted

2.6 CONCLUSION OF THE PROGRAM

At your final meeting, discuss the scope the relationship you have built throughout the program. You should reflect on:

- How the mentees felt at the beginning at the program versus the end
- What discussion had the most impact on the mentees
- What gains you have made as a mentor
- What you might do differently next time
- What you want to know more about
- Will you stay in touch?