

Forestry Australia Mentoring Program

A powerful development experience that delivers
personal and professional benefits for both
Mentors and Mentees

2024



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forestryaustralia



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ABOUT THE PROGRAM

A mentoring relationship is a powerful development experience that can deliver personal and professional benefits for both mentors and mentees.

The program is designed to establish connections within the forestry sector by pairing experienced forestry professionals with those who are seeking to evolve their career. Engagement and connection can be in person or online, whatever works for you.

The Forestry Australia Mentoring Program has been developed around a framework and tool kit of resources which will support participants to ensure effective and sustainable knowledge transfer, skill acquisition and maintaining momentum for all participants.

We are never too young or too old to benefit from mentoring. We believe that anyone can benefit from the offerings of the Forestry Australia Mentoring Program.

WHAT IS MENTORING?



Mentoring is defined as “a mutually beneficial relationship which involves a more experienced person helping a less experienced person to identify and achieve their goals”.

Mentoring relationships can be developed spontaneously or via a formally facilitated program, such as the Forestry Australia’s Mentoring Program. Career mentoring can provide some of the most sought-after attributes that employers look for: industry awareness and firsthand knowledge of the challenges of life in the workforce.

A mentor provides support, a sounding board, knowledge, encouragement, guidance, and constructive feedback to the mentee by developing a genuine interest in the growth of their abilities and talents.

A mentee actively seeks support and guidance in their career and professional development from an experienced planner. A mentee always has ultimate responsibility for their career and professional development. The relationship is based upon encouragement, constructive feedback, openness, mutual trust, respect, and a willingness to learn and share.

“A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps brings it out in you.”

- Bob Proctor, Canadian Author & Lecturer



KEY INFORMATION

KEY DATES

FEB	26	E-introductions of Mentoring Partners
FEB	28	Resource Pack released March
MAR	20	Mentor Information Session <i>(optional)</i>
MAR	21	Mentee Information Session <i>(optional)</i>
MAR	28	Mentoring Agreements Due & Resource Pack released April
APR	25	Early Program Feedback
APR	25	Resource Pack released May
MAY	30	Resource Pack released June
JUN	27	Resource Pack released July
JUL	25	Resource Pack released August
AUG	29	Resource Pack released September
SEP	26	Resource Pack released October
OCT		Forestry Australia 2024 Symposium, VIC
OCT	31	Resource Pack released November
NOV	6	End of Program Survey
DEC	5	2024 Mentoring Program Close "It's a Wrap" Zoom

CPD POINTS

Participants that complete the full Mentoring Program are eligible to claim 10 CPD Points.

ONLINE INFORMATION SESSIONS

These sessions are optional for both Mentors and Mentees



MENTORS | Wed 20 March 3pm – 4pm AEDT
"Tips for Mentors & 2023 Learnings"

MENTEES | Thu 21 March 3pm – 4pm AEDT
"How to get the most out of your mentoring program"

Each Mentor and Mentee will be sent a Calendar Invite with Zoom Details by Tuesday 27 Feb, but save the date now!

PROGRAM SURVEYS

WHY WE DO PROGRAM SURVEYS

To gauge the success of the program

In any of Forestry Australia's programs, we want to celebrate the successes! Mentoring is a powerful experience at any stage of life that can help grow each individual involved, and we want to hear your stories.

To obtain feedback from participants

Feedback from our current Mentors and Mentees is an important tool for us to be able to continue to improve the mentoring experience, and we are grateful for your first-hand insight to the program.

To enhance future programs

We want to continue to learn and grow our Mentoring Program so that it continues to be a powerful and positive experience for all of our future Mentors and Mentees.

PROGRAM FEEDBACK | APRIL

In April, Mentors and Mentees will be asked to complete a survey for the purpose of ensuring that mentoring partnerships are on track and that the program is delivering expectations. We ask that all parties participate in the survey to assist us in achieving the most successful outcomes.






PROGRAM END SURVEY | NOVEMBER

So that we can continue to build on the successes of our Mentoring Program for years to come, in November will be asking each Mentor and Mentee to participate in an End of Program Survey. We value your insight, experiences and feedback.

HELPFUL HINTS

YOUR FIRST MENTORING MEETING

Within the Preparation Pack you will have access to resources to kick start your First Mentoring Meeting. Resources include:

-  First Meeting Checklist
-  First Meeting Worksheet
-  Getting Ready – Habits of the Best Mentors
-  Getting Ready – Habits of Great Mentees
-  ...and more guides specific to either the Mentor or Mentee

MENTORING GOAL-SETTING

The first Theme of the Mentoring Program that will be explored is ‘Establishing Goals’. Both the Mentor and Mentee will be provided with a Resource Pack which includes Goal-Setting Tools to ensure that the mentoring experience starts strong.

TOP TIPS FOR GETTING THE MOST OUT OF YOUR MENTORING RELATIONSHIP

CONNECT

Take the time to really connect with your mentor. Explore their world rather than just ask for their advice or a piece of information. See things from their perspective. Ask them why they made choices and decisions.

Connect also with what’s really important to you. This is a great time to identify your core values and strengths.

CREATE

Create enough space to make the most of this time. We all get busy, and it’s too easy to act on what is urgent rather than what is important. You are important, so make sure you make time for this!

It doesn’t require a huge time commitment, but it will take some discipline to put yourself, and this mentoring relationship, to the top of your priority list.

PLAN

Plan the time you have with your mentor, and then when you have decided on the nature of your journey, make some plans about how that will work.

Setting lofty goals is pointless without a plan on how to move towards them.

ACT

It’s a journey, not a pit stop!! Get into action, take some calculated risks, put yourself out of your comfort zone.

Your mentor will help you, so this is the best time to break some habits.

RESOURCES & SUPPORT TOOLS

Throughout the duration of the program, you will receive a Resource Pack each month. Each pack is built around leadership and professional development themes to support the mentoring experience, your goal setting and your career.

The **KEY THEMES** will include:



Establishing Goals



Time Management for Life



Career Planning



Skill Acquisition: What do I Have? What do I Need?



Values & Ethics in Business



Influence Beyond your Position



Professional Networking & Building Connections



Lifelong Learning



What's Next? Establishing New Goals



Concluding the Mentoring Relationship

“The beautiful thing about learning is nobody can take it away from you.”

– B.B. King



CODE OF CONDUCT

FORESTRY AUSTRALIA'S CODE OF CONDUCT

Forestry Australia's Code of Conduct is the foundation upon which professional status is built and applies to all membership categories. All members of Forestry Australia are required to adhere to, and promote this code, to uphold the integrity and reputation of the profession of forestry and to safeguard the public interest in matters of safety and health and otherwise.

Forestry Australia's Code of Conduct is composed of 6 key standards. These standards also apply to registered professional foresters and consulting foresters. They also apply when members are practising overseas. The standards are supported by explanatory statements. These statements elaborate the nature and application of the principles but do not cover all issues associated with each principle; rather, they provide guidance for members of Forestry Australia in applying ethical principles in the conduct of their profession. The sections also set out some behaviours and questions you could ask yourself when considering if your conduct meets professional standards.

- 1 Act with integrity
- 2 Always provide a high standard of service
- 3 Treat others with respect
- 4 Take responsibility
- 5 Act in a way that promotes trust in the profession
- 6 Have regard for sustainability throughout your work

FULL CODE OF CONDUCT STANDARDS

The full explanation of the Code of Conduct Standards can be read online [HERE](#)

PLEASE READ IN YOUR FIRST SESSION and acknowledge that you've read and understood the Code of Conduct with your mentoring partner. You will then acknowledge and sign the Mentoring Agreement and return to the National Office by 28 April.



EARLY MENTORING CLOSURE

There may be times where a Mentor or Mentee requires to close the mentoring relationship before the program end. We acknowledge that not all mentoring relationships work out, whether it be due to factors such as time commitment, personality differences or other reasons. However, we would always encourage and strive to close the mentoring relationship professionally, courteously and in a manner that is line with [Forestry Australia's Code of Conduct](#).

If either the mentor or mentee do not feel comfortable in closing the relationship the program coordinators are able to assist. The coordinators can act as the facilitator to professionally close the relationship.

It should be noted that not all mentee and mentor relationships work out, whether it be interests, schedule or personalities it is to be expected that some relationships will need early closure. In all cases no fault is attributed to either party and participants will be encouraged to participate in future programs.

Should either party need to explore the early mentoring closure options, please contact the program administrator for the next steps at admin@foresty.org.au









MENTORING AGREEMENT

Confidentiality and mutual trust are critically important for both parties in a mentoring relationship. The Statement of Understanding below sets a framework for your expectations of one another.

The Mentor and Mentee acknowledge and understand the objectives of the program and agree to participate in the program in a conscientious, diligent, expeditious and professional fashion, with the utmost good faith in the best interest of both parties and on the terms of this Statement of Understanding outlined below.



The Mentor will:

-  Assist in the developmental process of the Mentee
-  Act as a sounding-board for ideas from the Mentee
-  Assist the Mentee to network with appropriate groups and individuals
-  Provide guidance and direction to the Mentee
-  Provide advice where necessary and assist with devising a career development strategy where appropriate
-  Help identify appropriate needs of skills upgrading for the Mentee.

TO ACCESS THE MENTORING AGREEMENT FORM CLICK [HERE](#)

Complete & return to admin@forestry.org.au by 1 April 2024

The Mentor will not enter into:

-  Involvement with the day-to-day development of the Mentee's employment
-  Conversations with the Mentee's immediate supervisor at any time

The Mentor and Mentee agree that during the course of the program they may become acquainted with or have access to confidential information of the other party and agree, both during and after the program, to keep the information confidential. Exceptions to this are in the case of a mental health issue, or disclosure of information that would require the other party to notify law enforcement authorities. Mentors and Mentees may, for training purposes, discuss general issues or problems with their program manager, but will take care to protect sensitive and confidential information.

The Mentor and Mentee agree that they will not, both during and after the program for whatever reason, make improper use of this confidential information acquired by virtue of the program to gain an advantage, directly or indirectly, for oneself or for any other person, or to cause detriment to the other party.

Both parties agree to abide by this Statement of Understanding for the term of the mentoring relationship.

Will discussions between mentees and mentors be confidential?

Absolutely! Great mentoring 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 initiates first contact?

As a result of the e-introduction email from our Administration Support, Jodi Duiker, which you have received together with this Handbook, you now have the contact details of your mentoring partner. Either the Mentor or the Mentee can make first contact, which we do encourage that it be made by 15 March 2024 to introduce yourselves.

How do we know what to talk about?

Each month, both the Mentor and Mentee will receive a Resource Pack based around a monthly theme which will assist and guide the discussion, which is designed for many areas of varied growth opportunities.

Who do I talk to about administration, resource or program support if I need it?

If you have any questions regarding resources or program admin support, please contact Jodi Duiker at admin@forestry.org.au, who will be able to provide resource support and handle your enquires.

PROGRAM SUPPORT

ADMINISTRATION

Jodi Duiker

admin@forestry.org.au

Ext: 03 7850 4253

