



FUTURE LEADERS PROFESSIONAL MENTOR PROGRAM

Mentoring benefits everyone involved - Mentees, Mentors and the organisations for which they work.

Mentees 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.

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.

Toowoomba Chamber of Commerce members now have the opportunity to mentor a Future Leaders member, allowing mentees to meet one-on-one with their mentor for a period of approximately eight months. A minimum commitment of one face-to-face meeting per month is encouraged. After the eight months, the mentee and the mentor may elect to extend the mentoring relationship, or finalise it and reapply for the next program.

The process for the Mentor Program will be as follows:

- Step 1:** Registrations are taken from interested mentors and mentees
- Step 2:** A profile of all mentors will be created and distributed to the mentees so they can select up to three mentor profiles that interest them.
- Step 3:** The matching process will begin. Every effort will be made to match mentees with one of the mentors they have selected from the mentor profiles.
- Step 4:** Mentees will be notified of their match via email, and are required to make initial contact with their mentor.
 - An 'ice breaker' function will be held to allow all new mentees and mentors to meet in a comfortable, organised environment over drinks and canapés.
 - Mentors and mentees will continue to manage their relationships for the remainder of the program.
 - It is expected that the mentoring program will extend for a period of approximately eight months. The program will begin in March/April and conclude in November.
- Step 5:** After this time, the mentee and the mentor may elect to finalise the mentoring relationship or extend it beyond this period.
- Step 6:** Mentors and mentees will have the opportunity to provide feedback once the program has finished.

BENEFITS OF BEING A MENTEE

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

BENEFITS OF BEING A MENTOR

- Satisfaction in enhancing skills in helping someone else to grow
- Gain fresh perspectives through interaction
- Further develops leadership skills including providing feedback, communication and interpersonal skills
- Investing in the future of local business
- Expand professional development network
- Staying in touch with emerging issues relevant to less experienced local young professionals
- Opportunity to reflect on own practices
- Cement role as subject matter experts and leaders

METHODS OF COMMUNICATION

While face-to-face communication is often the best method, we recognise the busy nature of Toowoomba Chamber of Commerce and Future Leaders members.

Communication methods between mentors and mentees can include:

- Face to face
- Email
- Phone
- Social media channels

FREQUENCY OF MEETINGS

Participants are to commit to a minimum of one face-to-face meeting per month. This can be at a time, location and duration to suit both parties.

Once all matches have been released, the Toowoomba Chamber of Commerce Future Leaders Mentor Program will hold an 'Ice Breaker' function, offering a comfortable environment for mentors and mentees to meet face-to-face, get to know each other, and discuss how they will manage their relationship for the duration of the program.

FREQUENTLY ASKED QUESTIONS

Who can be a Mentor?

All current financial members of the Toowoomba Chamber of Commerce are eligible to register their interest as a mentor.

Who can be a Mentee?

All current financial members of the Future Leaders are eligible to participate in the program as a mentee.

Is there a cost?

No, the program is provided free of charge by the Toowoomba Chamber of Commerce Future Leaders

How much time will it involve?

We encourage participants to commit to a minimum of one face-to-face meeting per month. This 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.

Who makes the first contact?

We consider the mentee the "driver" of the relationship; therefore they are required to make the first contact. If Mentees do not receive a response from their Mentor within four weeks of their first contact, please contact the Toowoomba Chamber of Commerce Manager.

Are we restricted to face-to-face contact?

While face-to-face communication is often the best method, we recognise the busy nature of our members. Communications methods between the mentor and mentee can include:

- Face to face
- Email
- Phone
- Social media channels

Can a Mentor have more than one Mentee?

Absolutely. If you think you have the time to mentor more than one Future Leader you are welcome to do so. We do request however that you respect each mentee's relationship and keep all contact with each mentee separate.

What happens if I conflict with my Mentor/Mentee?

Please contact the Toowoomba Chamber of Commerce Manager 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.

Who can I contact for more information?

Please email Mark Cecil, Toowoomba Chamber of Commerce Future Leaders Board Member mark@dp.net.au or via phone on 07 4639 2588.