



Volunteering S.A. Inc.

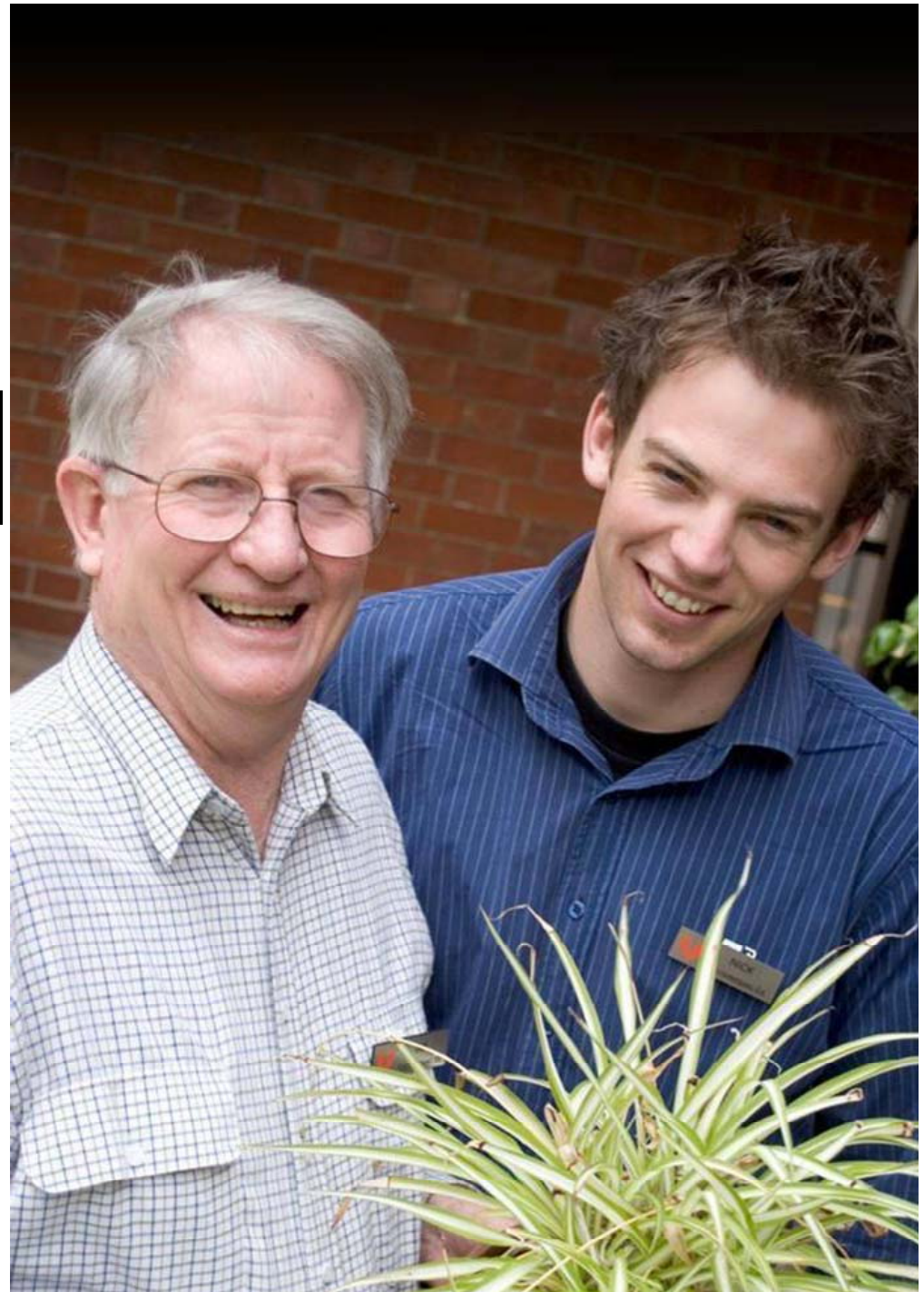
Introduction to Mentoring

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Government of South Australia
Office for Volunteers

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INTRODUCTION TO MENTORING

Objectives:

Once you have completed this training you should be able to:

- understand the role, purpose and function of a mentor
- identify the skills necessary to undertake this role successfully
- establish the basic foundation for a successful mentor-mentee relationship
- identify the benefits and limits of mentoring
- consider the challenges and logistics of mentoring
- outline mentoring techniques
- deal with mentee expectations
- consider the context for mentor and mentee
- work out when to go and when not to go the “extra mile”

Pathways to a formal qualification

This workshop has been developed to align with aspects of the following nationally recognised units of competence (subjects)
CHCORG27A Provide mentoring support to colleagues

CHCORG29A Provide coaching and motivation

PSPGOV414A Provide workplace mentoring

As evidence of your participation in the Introduction to Mentoring workshop, you will receive a Certificate of Attendance with a statement outlining what has been covered.

Disclaimer

Volunteering SA Inc and the Government of South Australia accepts no responsibility or liability for any inaccuracies contained in any material in this presentation.

This presentation is intended to provide general useful information and should not be relied upon as constituting any advice.

Attendees should, before acting on any matters arising out of or otherwise in relation to this presentation, seek their own specific independent legal or other advice about their situation.

Activity: Personal Qualities

What strengths/qualities do you have to bring to a mentor-mentee relationship?

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-
-
-
-
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Activity: Role and Function of a Mentor

List below the 7 types of mentor discussed in the workshop:

1.

2.

3.

4.

5.

6.

7.

Having considered the various roles a mentor can undertake now list some of the functions of a mentor:

Activity: Benefits and Limits of Mentoring

Briefly describe the benefits and limits of mentoring:

Benefits:

Limits:

Checklist – Introduction to Mentoring

To assess your understanding of an Introduction to Mentoring, having attended the training workshop, work through the checklist below.

This checklist is designed to assist you to assess your level of understanding of the issues surrounding mentoring and whether you need to follow up on any point/s or not.

I feel confident that I can:

- understand the role, purpose and function of a mentor
- identify the skills necessary to undertake this role successfully
- establish the basic foundation for a successful mentor-mentee relationship
- identify the benefits and limits of mentoring
- consider the challenges and logistics of mentoring
- outline mentoring techniques
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Introduction to Mentoring

See below how this topic relates to the National Standards for Volunteer Management

1. Policies and Procedures	2. Management Responsibilities	3. Recruitment	4. Work and the Workplace	5. Training and Development	6. Service Delivery	7. Documentation and Records	8. Continuous Improvement
<ul style="list-style-type: none"> ✓ <i>General Policy (1,1)</i> ✓ <i>Management System (1.4)</i> ✓ <i>Operating Procedures (1.8)</i> ✓ <i>Policy and Procedures (1.13)</i> 	<ul style="list-style-type: none"> ✓ <i>Management Systems (2.5,2.6, 2.7)</i> ✓ <i>Authority and responsibility (2.9)</i> <i>Social Responsibilities</i> <i>Management Review</i> <i>Resources</i> 	<ul style="list-style-type: none"> ✓ <i>Policy and Planning (3.1,3.2, 3.3)</i> ✓ <i>Selection Procedures (3.8)</i> ✓ <i>Volunteer Orientation (all areas)</i> 	<ul style="list-style-type: none"> ✓ <i>Volunteer Roles (4.1)</i> ✓ <i>Work Satisfaction (all areas)</i> ✓ <i>Health and Safety (all areas)</i> 	<ul style="list-style-type: none"> <i>Policy & Resources</i> ✓ <i>Training Development (5.6)</i> ✓ <i>Work Appraisal (5.15)</i> ✓ <i>Volunteer Recognition (5.18)</i> 	<ul style="list-style-type: none"> ✓ <i>Management Responsibility (6.1, 6.4)</i> ✓ <i>Services Review (6.7)</i> 	<ul style="list-style-type: none"> ✓ <i>Personnel Records (7.1)</i> ✓ <i>System documentation and Control (7.7)</i> 	<ul style="list-style-type: none"> <i>Policy & resources</i> <i>Data collection & analysis</i> <i>Quality Improvement</i>