Mentoring Guidelines
07 September 2016

Preamble

ACAA encourages the mentoring by experienced members of other members wishing to increase their skills in the profession of Access Consulting.

Mentoring includes coaching, counselling and networking. It is not just focussed on technical aspects of Access Consulting, but also includes areas such as: financial management, marketing, effective communication and report presentation.

Types of Mentoring

- **Natural Mentoring**
- One person (usually senior) reaches out to another.
- A career-helping relationship develops.
- Research shows this type of mentoring most often occurs between people who have a lot in common.
- This is because we are usually more comfortable with those who are most like ourselves.

- **Situational Mentoring**
- Situational mentoring is usually short-lived.
- Happens for a specific purpose.

- **Supervisory Mentoring**
- Very important.
- All good supervisors' mentor their subordinates.
- Has drawbacks in that it may be heavily task orientated.

- **Formal Facilitated Mentoring**
- Formal facilitated mentoring programs are structured programs in which an organization matches mentors/senior counsellors with protégé/mentees.
- They may target one special segment of the organization where career development may be lagging behind that of others to help that group advance further.
- Assign mentors to mentees and monitor the progress of the mentoring connection.

Goals of ACAA Program

The goals of the ACAA Mentoring Program are to:

- Enable members to develop and enhance their Access Consulting skills,
- Assist Associate members in achieving 'accredited' status,
- Improve networking and collaboration between members,
- Provide a platform by which members can assist other members,

- Provide a platform by which members can assist other professionals to enter the access consulting profession, and
- To raise the status of ACAA.

Roles

The roles of the participants are:

- **ACAA**
- Facilitate and coordinate the program,
- Develop initially an 'informal' mentor program,
- Develop guidelines for a more 'formal' mentor program,
- Assist members in either finding a mentor/senior counsellor, or encouraging members to take on a protégé/mentee,
- Establish a data base of participants,
- Monitor the program and obtain feedback from participants.
- Mentor/Senior Counsellor
- Accredited Members approved by ACAA
- Listen and question
- Guide on career development
- Pass on information and knowledge
- Offer different perspectives
- Offer support, encouragement
- Take lead (initially)
- Give well-informed advice
- Refer on where appropriate

- Confront difficult issues
- Celebrate success
- Protégé/Mentees
- Willing to listen and learn
- Able to accept feedback
- Able to identify goals
- Check their understanding
- Share their thoughts
- Review & reflect on learning
- Be open to new perspectives
- Take responsibility for own development
- Get the most from the relationship
- Celebrate success

Member Benefits

The benefits of the program will be:

- **Mentor/Senior Counsellor**
- Personal development
- Satisfaction
- Developed interpersonal and management skills
- Discovering talent
- Professional status
- Pass on success
- Expand horizons
- To gain CPD points in accordance with the ACAA CPD guidelines
- Protégé/Mentee
- Focussed student development
- Improved self-confidence
- Advice and guidance

- Access to networks and contacts

- Effective transition to new role

- To assist in achieving 'accredited' member status

- To gain CPD points in accordance with the ACAA CPD guidelines

How do members become involved?

Members who wish to be involved in the Mentoring Program, either as a Mentor/Senior Counsellor or a Protégé/Mentee can register by logging into the ACAA website https://access.asn.au/ in the user profile tab **ACAA Mentor Program** to register. Mentor/Senior Counsellor Scope of Service Form – for members wishing to become Mentor/Senior Counsellor

For Mentoring opportunities search the Mentor List to match a Mentor by taking into consideration the following:

- Location,

- Area of expertise where support is sort,

- Availability of participants, and

- Time commitment and time frame envisaged.

If you have any queries please contact the Office Administrator in the first instance by email office@access.asn.au, or contact the Secretary by email secretary@access.asn.au

Branding updated on 6.5.2020 with editorial change under the last heading.