

AUSTRALIAN INSTITUTE OF PROJECT MANAGEMENT 2021 MENTORING PROGRAM INFORMATION

THE MENTORING PROGRAM AT A GLANCE

The **Australian Institute of Project Management Mentoring Program** engages Australia's leading project managers of today, to support and develop the project management leaders of tomorrow, helping them advance their professional certification, progress in their careers and grow into senior management and technical leadership roles.

The Program runs for nine months, commencing 9 February 2021. Applications open on 26 October 2020 and will be accepted until close of business Friday 11 December 2020.

- **Mentors** are volunteers and pay no fee to take part in the Mentoring Program.
- **Mentees** who are employees of a relevant AIPM Organisational Partner do not have to pay a registration fee, but must be nominated to AIPM by their employer. Once nominated, the Mentee must complete an individual application as detailed in this Information Pack
- **Mentees** who apply as individuals (not within the AIPM Organisational Partner program) must pay **\$380 inclusive of GST**, which helps to cover the cost of running the program. You **MUST** complete this payment before your application will be accepted and you are matched to a Mentor.

It is recommended that you make this payment **before completing your application**, as proof-of-payment is required in the application form.

[Click here to go to the AIPM website to complete payment.](#)

Please note that refunds cannot be provided once matching has been finalised (25 January 2021).

WHO SHOULD CONSIDER THIS PROGRAM?

The AIPM Mentoring Program pairs project managers seeking guidance and support – including on their pathway to RegPM certification – with more experienced practitioners who are willing to commit time and energy to the professional development of another practitioner.

Would you like:

1. Guidance for your personal and professional development aligned to the latest national and international standards in project management, from someone with a wealth of experience?
2. An opportunity to reflect on professional challenges and achievements?
3. Satisfaction from helping others and contributing to the future success of the profession?
4. A chance to develop your Mentoring and leadership skills?

⊗ **This Program is NOT about the Mentor finding a job for the Mentee** ⊗

WHO CAN APPLY?

To participate as a **Mentee**, you must be an **AIPM member**:

1. Early in your career (not RegPM Certified), **OR**
2. Certified at Certified Practising Project Practitioner (**CPPP**), Certified Practising Project Manager (**CPPM**) or Certified Practising Senior Project Manager (**CPSPM**) level;

AND

1. Seeking to gain or advance your RegPM Certification **AND/OR**
2. Seeking to further your project management expertise

To join as a **Mentor**, you must be an **AIPM member**:

1. at Certified Practising Senior Project Manager (**CPSPM**), Certified Practising Project Director (**CPPD**) or Certified Practising Portfolio Executive (**CPPE**) level;

OR

2. at Certified Practising Project Manager (**CPPM**) have **5+ years of experience** in Project Management

OR

3. A Senior Project Manager (**not RegPM Certified**) with **15+ years of PM experience**

Mentees and Mentors must be willing to:

- complete the **online training** provided,
- complete project evaluation **surveys**, and
- attend Program review **webinars**.

WHAT DO WE MEAN BY MENTORING?

Mentor: (noun) an experienced and trusted adviser.

Mentorship is a developmental relationship in which one person, usually more experienced or senior, takes time to assist the career, professional or personal development of someone else, who is known as a Mentee, Mentoree, or Protégé. Mentoring is most often a one-on-one relationship but is sometimes done in groups.

A Mentoring relationship is one that is built on trust and confidentiality, in which there is an exchange of knowledge, experience and goodwill.

Ways in which Mentors may assist Mentees include:

- Acting as a source of information and insight
- Suggesting relevant options regarding career development or strategies for achieving professional goals
- Recommending possible resources to improve specific skills
- Helping the Mentee solve professional challenges in their working life
- Discussing issues of professional ethics
- Discussing workplace related issues and options for how these may be addressed
- Helping them to address skill gaps in their RegPM certification process

WHY IS MENTORING IMPORTANT?

The AIPM Mentoring Program will be an important process for developing and sustaining satisfying professional careers for project managers and helping them to attain higher levels of certification. Participants in mentoring programs report several benefits from their participation: improved confidence, self-awareness, clearer career direction, better communication skills, listening skills, feedback skills, more assertive communication, and enhanced management skills.

BENEFITS OF THE PROGRAM

For Mentees:

- Experienced guidance and support in the profession
- Excellent networking opportunities
- Receiving feedback and developmental guidance
- Identifying professional growth and career/certification planning

For Mentors:

- Giving back to the profession
- Stay abreast of emerging issues relevant to the profession
- Further development of mentoring skills such as listening, asking questions, guiding, providing feedback, communication and interpersonal skills

APPLICATION PROCESS

Individual (not Organisational Partner employees) Mentees must pay the registration fee BEFORE completing the application. You will be asked for a receipt number to enter in the application form, and your application will not be accepted into the matching process until payment has been verified.

- [Click here to pay the Registration Fee \(Individual Mentees\)](#)

ALL Mentees and Mentors will be asked to complete a short application form to assess your eligibility for the program and to collect details about what you are looking for in a mentoring partner.

- [Click here to complete the Application Profile](#) (ALL Mentees and Mentors)

If you would like to know more or are unsure if this program is suitable for you, please attend the free Information Session webinar on Tue 24 November 2020 (14:00-14:00 AEDT (daylight savings time)).

- [Click here to register for the free Information Session webinar](#) (ALL Mentees and Mentors)

MATCHING

Mentors and Mentees will be matched according to the information provided in your applications. Mentees will be matched with a Mentor of suitable experience and/or certification level to offer appropriate guidance, and who has expertise in particular competencies based on the International PM Standards for individuals (People, Practice, Perspective).

The AIPM Mentoring Program is a virtual program, and your location will not be a factor in matching except to minimise differences in time zone. It is expected that you will meet with your mentoring partner using video call, email, phone and/or text.

We will endeavour to match all Mentees that apply, provided we have a suitable Mentor. If you are not successfully matched, your registration fee will be refunded by AIPM.

Some Mentors may not be matched if their expertise/experience is not suitable for any applicants. If we don't have a suitable match, we won't pair you for the sake of putting you in the Program.

WHAT'S INVOLVED IN THE PROGRAM?

The AIPM Mentoring Program is a 9-month program commencing 9 February 2021. Mentors and Mentees will be notified of their application outcome and (if successful) their mentoring partner by 25 January 2021.

Art of Mentoring is a leading Australian mentoring consultancy, engaged by AIPM to assist with the design and management of this Program.

Mentees and first-time Mentors will also be expected to complete the appropriate (Mentee or Mentor) *Art of Mentoring* **online Mentoring Training** to prepare you for your mentoring relationship. Acceptance into the program is conditional upon your commitment to complete the training.

Mentors and Mentees are required to attend three online events - **Program Launch, Mid-Program Review** and **Program Close** – all of which will be delivered via Webinars, on a Tuesday. About 2 weeks before each webinar, you will also be asked to complete an online survey, by which we monitor the program progress and gather feedback and suggestions and points of discussion for the following webinar.

During the Program, Mentors and Mentees are expected to be in contact **at least monthly**.

During the Program you will receive frequent communications from the AIPM Mentoring Program Manager, giving you helpful tips and information about mentoring and access to other relevant materials available for supporting Mentees.

During, and at the end, of the 9-month Program you will be invited to provide feedback to AIPM about your experience (Program Close Survey).

KEY DATES	
Applications Open	26 October 2020
Program Information Webinar <i>(All participants)</i>	24 November 2020
Applications Close	11 December 2020
Matching completed and notifications sent	25 January 2021
Program Launch Webinar <i>(All participants)</i>	9 February 2021 12:00 noon AEDT
Mid-Program Progress Webinar <i>(Mentees)</i> <i>(Mentors)</i>	13 July 2021 12:00 noon AEDT 13 July 2021 1:30pm AEDT
Program Close Webinar <i>(All participants)</i>	9 November 2021 12:00 noon AEDT

TO WHAT AM I COMMITTING?

ACTIVITY	TIME REQUIRED
Training, reading and workshops	Up to 1/2 day in total
Preparation and time spent in mentoring conversations & follow-ups	1-2 hours per month
Program surveys	1/2 hour in total

PROGRAM MATERIALS

Once you apply and are matched, all the materials you need will be available for you online. The online program administration platform will allow you to communicate with the Program Manager, and access the online Mentoring Training, Program Resources and Surveys.

WHAT DO I DO NEXT?

Submit your application by **Friday, 11 December 2020** by clicking [here](#).

Mentees will be asked questions about your background, and what you would like to achieve by working with a Mentor for 9 months. You will be asked to choose from among project management competences to address skill and knowledge gaps (or simply improve your project management competency).

Mentors will be asked about the areas in which you feel comfortable mentoring. You will be asked to choose from among project management competences to address their skill and knowledge gaps level (or simply improve their project management competency).

You will be advised if there is a suitable match by 25 January 2021. We recommend you then:

- diarise the Program Launch webinar on Tue 9 February 2021 (12:00 noon AEDT)
- make contact with your mentoring partner before the Christmas/New Year break and schedule your first one or two mentoring meetings early in the new year (after the Launch webinar), and
- complete the online training
- read through the First Meeting Tool and First Meeting Checklist, available in the Resources library on the platform.

CODE OF CONDUCT

In applying for, and entering, into the AIPM Mentoring Program it is understood that all participants agree to adhere to the following Code of Conduct:

1. The AIPM is committed to supporting project managers through enabling Mentors who will support these members as they progress their careers in the profession.
2. The mentoring relationship is a powerful development experience that is aimed to support the Mentee, but it is likely to have significant personal and professional benefits for Mentor as well.
3. The interaction with Mentees is likely to be an affirming experience for Mentors who are likely to experience the positive effects of volunteering, assisting a receptive colleague and having their interest and effort appreciated.
4. Both the Mentor and Mentee have a responsibility to invest their time, skills and experience into the partnership. Mentors and Mentees must respect each other's time and other responsibilities, ensuring they do not impose beyond what is reasonable.
5. The Mentor may take many roles: being a role model, sounding board, helping build networks and career support, sometimes simply being there to listen and challenge. The Mentor responds to the Mentee's developmental needs and challenges.
6. Feedback from the Mentee on how the relationship is working for them and what could be done to improve it, is an important part of the Mentee's development.
7. Listening is an important skill for a Mentor. A Mentor should be prepared to listen to the Mentee's views and avoid the natural urge of many people to look for quick solutions.
8. Both Mentor and Mentee volunteer their time, energy and expertise. Either party may request to dissolve the relationship if they feel it is not working for them. However, they have a responsibility to discuss options to improve their relationship before deciding on this step.
9. The Mentor is encouraged to suggest options and to empower the Mentee, rather than give directed advice or single solutions. This helps develop self-reliance and resilience in the Mentee.
10. Mentor and Mentee must be open and truthful to each other about the relationship itself, reviewing from time to time how it might be made more effective.
11. Mentors and Mentees must abide by the AIPM professional code of ethics and policies.
12. Mentors and Mentees must be careful in their discussions with their partners not to denigrate other employers or workplaces.
13. All participants understand the confidentiality and privacy of the Mentor/Mentee relationship is to be respected, at all times.
14. Mentor and Mentee share responsibility for the smooth winding down of the relationship.
15. Although the Mentor/Mentee relationship is for 9 months, many Mentors and Mentee continue to stay in touch for a range of beneficial reasons.

FREQUENTLY ASKED QUESTIONS

How long will the Mentor Program run for?

The Mentoring Program will run for 9 months from 9 February 2021 to 9 October 2021.

Is the Program open to AIPM members and non-members?

Only AIPM **members** can participate as Mentors and Mentees.

What's the cost?

Mentors are volunteers and pay no fees.

Organisational Partner program Mentees do not have to pay a fee to participate.

Individual Mentees are required to pay \$380 inclusive of GST. [Please go here to pay](#) BEFORE submitting your application.

How do I apply?

[Click here to apply \(ALL Mentees and Mentors\)](#)

Why do you need me to provide so much information on my application form?

The information you provide will help us 'match' the right Mentee with the right Mentor, based on experience, skills and what you both want to achieve from the Program.

When will I know if I've been successful, and if so, with whom I've been matched?

Once you have uploaded your profile, we will contact you to confirm whether you've been accepted into the Program. We will let you know if you've been successfully matched, and who has been selected as your mentoring partner. It's important to note we won't 'match for matching sake'. If a suitable match is not available, your application will be held over and considered for future programs. You should hear from us by 25 January 2021 as to whether your application has been successful.

What will I have to do if my application is successful?

If your application is successful,

1. Log in to the program platform and **complete the online training (one hour)** and begin to familiarize yourself with the program platform and the resources contained therein.
2. You might like to **contact your Mentor** and introduce yourself and **schedule your first meeting** (sometime after the Program Launch on 9 February 2021).
3. **Schedule the following events in your diary, as your attendance is required:**

KEY DATES		
Program Launch Webinar	(All participants)	9 February 2021 12:00 noon AEDT
Mid-Program Progress Webinar	(Mentees) (Mentors)	13 July 2021 12:00 noon AEDT 13 July 2021 1:30pm AEDT
Program Close Webinar	(All participants)	9 November 2021 12:00 noon AEDT

4. Before your first meeting, read through the **First Meeting Tool** and **First Meeting Checklist**, available in the Resources library on the platform.

Please make time to complete the online training.

The training will help provide you with the knowledge and skills to have a successful mentoring relationship. In addition, you will be asked to respond to three short online surveys to check on your mentoring progress and allow you to give the Program Manager valuable and welcome feedback about the program and resources.

It will be up to each Mentee/Mentor pair to establish their own timetables for their one-on-one meetings, which should take place at least monthly for the Program period.

Will discussions between Mentees and Mentors be confidential?

Absolutely! Great Mentee/Mentor 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 do I contact for more information?

If you're interested in finding out more about the program, please contact Louis Richardson, Mentoring Program Manager, at louis@artofmentoring.net

Will I be able to claim CPD points in my role as a Mentor or Mentee?

Yes, both Mentors and Mentees participating in the Mentoring Program will receive 25 points. Points will be allocated at the mid-way review – 10 points, and at completion of the program 15 points. Keep a note of your participation to use as part of your CPD log.

FOR MORE INFORMATION

Contact Gina Meibusch, AIPM Mentoring Program Manager, at gina@artofmentoring.net

APPENDIX: ABOUT THE COMPETENCIES

Based on the International PM Standards for individuals, we have listed the 29 competency areas for project management. The 29 competencies are split into three categories, People, Practice and Perspective.

When choosing the competencies you would like to develop in the mentoring program (Mentees) or feed comfortable assistant a Mentee to develop (Mentors):

Under the heading **People**, which of the following competency areas would you like to develop through the Mentoring Program?

These are the personal and interpersonal competencies required to succeed in projects, programs and portfolios.

(Select up to 3)

- Self-reflection and self-management
- Personal integrity and reliability
- Personal communication
- Relationships and engagement
- Leadership
- Teamwork
- Conflict and crisis
- Resourcefulness
- Negotiation
- Result orientation

In the area of **Practice** which of the following competency areas would you like to develop through the Mentoring Program?

These are the specific methods, tools and techniques for managing projects, programs and portfolios.

(Select up to 4)

- Design
- Requirements, objectives and benefits
- Scope
- Time
- Organisation and information
- Quality
- Finance
- Resources
- Procurement and partnership
- Plan and control
- Risk and opportunities
- Stakeholders
- Change and transformation
- Select and balance

Under the heading **Perspective** which of the following competency areas would you like to develop through the Mentoring Program?

These are the contextual competencies that must be navigated within and across the broader environment of projects, programs and portfolios.

(Select up to 2)

- Strategy
- Governance, structures and processes
- Compliance, standards and regulations
- Power and Interest
- Culture and Values