



# MENTORSHIP PROGRAM

*Booklet*

# ***Mentoring***

MENTORS SHARE THEIR SKILLS & EXPERIENCE WITH THEIR MENTEES, SO THAT IT MAY HELP EMPOWER AND PROPEL THEM IN ACHIEVING THEIR PERSONAL OR PROFESSIONAL GOALS. A MENTORSHIP MAY BE FLEXIBLE, STRUCTURED, FORMAL OR INFORMAL. IT WILL BE UP TO BOTH THE MENTOR & MENTEE TO DECIDE WHICH FRAMEWORK SUITS THEM BEST.

## ***the benefits...***

THIS PROGRAM OPENS THE DOORS FOR INTER-GENERATIONAL LEARNING & SKILL-SHARING WITHIN THE MUSLIM COMMUNITY.

- EXPOSES BOTH THE MENTOR AND MENTEE TO FRESH IDEAS & WAYS OF THINKING THROUGH MUTUAL SHARING OF IDEAS, OPINIONS AND CONCEPTS
- PROVIDES AN UNDERSTANDING OF CULTURAL VALUES AND DISCIPLINE TO MATCH THE CAREER OF OUR YOUTH
- MUTUAL LEARNING & INTER-GENERATIONAL UNDERSTANDING
- SHARPENS THE KNOWLEDGE AND SKILLS OF MUSLIM YOUTH TO GIVE THEM A HEAD-START IN THEIR CAREER
- OPPORTUNITY TO DEVELOP YOUR OWN PROFESSIONAL NETWORK

# ***Start the conversation***

IT IS EXTREMELY IMPORTANT THAT THE MENTEE ESTABLISHES THE SCOPE AND PARAMETERS OF THEIR PROGRAM. THIS WILL ENABLE THE MENTOR TO FORMULATE THE MOST SUITABLE FRAMEWORK AND WORKFLOW PATTERN.

BELOW IS A ROUGH GUIDE THAT YOU COULD USE TO KICK OFF YOUR MENTORSHIP.

## **GET TO KNOW EACH OTHER**

- YOUR WORK HISTORY & CURRENT CAREER POSITION
- YOUR FUTURE ASPIRATIONS
- WHAT YOU HOPE TO ACHIEVE FROM THE MENTORSHIP SESSIONS
- YOUR STRENGTHS & WEAKNESSES
- WHAT ARE YOU PASSIONATE ABOUT OUTSIDE OF WORK OR STUDY

## **ESTABLISH EXPECTATIONS**

- HOW OFTEN YOU WILL MEET AND FOR HOW LONG
- LIMITS & SCOPE OF THE DISCUSSION
- EXPECTATIONS OF EACH OTHER & THE MENTORING RELATIONSHIP

# ***A few tips for mentors...***

## **ENSURE YOUR MENTEE GETS THEIR HANDS DIRTY**

ALLOW YOUR MENTEE TO DEVELOP A PLAN FOR THEIR OWN SUCCESS, WHICH YOU CAN FURTHER TWEAK TO ENSURE THEY REACH THEIR RESULTS. ENSURE THAT THEY ARE ACCOUNTABLE FOR THEIR SUCCESS.

## **NETWORKING**

YOUR NETWORK IS THEIR NETWORK. BUT GUIDE YOUR MENTEES, SO THAT THEY CAN GO ON TO BUILD THEIR OWN NETWORK.

## **WALK THE TALK**

SHOW YOUR MENTEE HOW IT'S DONE IN THE REAL WORLD. IT IS INCREASINGLY LIKELY THAT THEY WILL BE OBLIVIOUS TO REAL WORLD PROBLEMS AND CHALLENGES, AND WHAT THEY EXPECT COULD BE STARKLY DIFFERENT TO REALITY.

## **PUSH YOUR MENTEE TO SUCCESS**

ENSURE THAT YOUR MENTEE CAN SUCCEED INDEPENDENTLY. THEY SHOULD NOT BE ENTIRELY DEPENDENT ON YOU OR YOUR NETWORK TO REACH THEIR DESIRED RESULT. AN ORGANIC PROGRESS WHERE THEIR OWN EFFORTS PRODUCE RESULTS IS THE BEST WAY TO GO.

# ***A few tips for mentees...***

## **TAKE THE PLUNGE**

WHAT DOESN'T KILL YOU MAKES YOU STRONGER. DO NOT BE AFRAID TO FACE CHALLENGES OR TACKLE DIFFICULT PROBLEMS. REMEMBER, YOUR MENTOR HAS GOT YOUR BACK AND THEY WILL FACE THESE SITUATIONS WITH YOU. IT IS INCREASINGLY LIKELY THAT THE REAL WORLD IS SIGNIFICANTLY DIFFERENT TO YOUR EXPECTATIONS. HENCE, FACING CHALLENGES EARLY WILL GIVE YOU A HEAD START IN YOUR CAREER.

## **A SILLY QUESTION?**

THERE IS NO SILLY QUESTION. CLEAR YOUR QUESTIONS AND DOUBTS WITH YOUR MENTOR. DO NOT BE AFRAID TO ASK, QUESTION AND CHALLENGE, AS THIS INSPIRES DIFFERENT WAYS OF THINKING.

## **EFFORT = RESULTS**

PUT IN THE WORK AND THE RESULTS WILL FOLLOW. YOUR SUCCESS DEPENDS ON YOU, NOT ON YOUR MENTOR OR THEIR NETWORK.

# ***Your Feedback...***

WE WILL BE IN TOUCH WITH ALL THOSE INVOLVED IN THE MENTORSHIP PROGRAM REGULARLY. THIS WILL NOT ONLY ALLOW US TO EVALUATE OUR PROGRAM AS A WHOLE, BUT IT WILL HELP US TO APPRAISE YOUR EXPERIENCE AND TWEAK YOUR PROGRAM AS YOU MAY SEE FIT. THE FEEDBACK THAT WE RECEIVE WILL BE TREATED IN STRICT CONFIDENCE, WHERE THE MENTOR AND MENTEE WILL NOT BE AWARE OF EACH OTHERS INPUT.

## **WE WILL CHECK UP ON THE FOLLOWING:**

- **YOUR EXPERIENCE SO FAR IN THE PROGRAM**
- **HAVE THE REQUIREMENTS OF BOTH PARTIES BEEN MET?**
- **THE MENTOR-MENTEE RELATIONSHIP**
- **ANY ADJUSTMENTS THAT MAY BE REQUIRED**
- **ANY ISSUES THAT YOU WOULD LIKE TO REPORT**

# **FAQs...**

## **WHO IS THIS PROGRAM FOR?**

THIS PROGRAM IS AIMED AT ANYONE WHO IS KEEN TO DEVELOP THEIR CAREER OR PASSION WITH THE GUIDANCE OF AN EXPERIENCED MENTOR. THIS INCLUDES SCHOOL/UNIVERSITY GRADUATES, ENTRY TO MID-LEVEL AND EVEN THOSE CAUGHT IN THE MIDDLE OF A CAREER CHANGE.

## **IS THERE A FIXED TIMEFRAME & COMMITMENT?**

THIS PROGRAM IS ONGOING. USMAA WILL NOT ENFORCE ANY TIMEFRAME OR REQUIRED HOURS/WEEK. IT WILL BE UP TO BOTH THE MENTOR & MENTEE TO WORK OUT AN OPERATING RHYTHM.

## **IS THIS A PAID PROGRAM?**

NO. THIS PROGRAM IS FREE FOR ALL CURRENT USMAA MEMBERS.

## **WHAT CAREER FIELDS ARE ON OFFER?**

WE ARE ACTIVELY SEEKING INDIVIDUALS FROM VARIOUS FIELDS WHO ARE WILLING TO VOLUNTEER THEIR TIME. WE HAVE MENTORS COVERING A RANGE OF FIELDS FROM MEDICINE TO ACCOUNTING & BANKING.

## **HOW DO I APPLY OR SEEK FURTHER INFO?**

APPLICATIONS TO BECOME A MENTOR OR MENTEE ARE AVAILABLE ON THE USMAA WEBSITE. FOR FURTHER INFO, CONTACT UZMAAN ON [FACILITY.MANAGER@USMAA.ORG.AU](mailto:FACILITY.MANAGER@USMAA.ORG.AU)