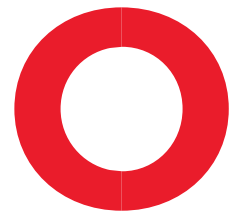




# Lucy Mentoring Program

PARTICIPANT MANUAL - 2024



**FACULTY OF BUSINESS AND LAW**



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA



## TABLE OF CONTENTS

<b>WELCOME</b> .....	<b>3</b>
<b>THE MENTORING RELATIONSHIP</b> .....	<b>4</b>
ISSUES BEYOND THE MENTORING RELATIONSHIP .....	4
ROLE OF THE MENTOR .....	4
ROLE OF THE MENTEE .....	4
<b>PROGRAM OUTLINE</b> .....	<b>5</b>
<b>MENTORING ACTIVITIES</b> .....	<b>5</b>
<b>STUDENT WORKSHOPS</b> .....	<b>6</b>
PROGRAM LAUNCH WORKSHOP .....	6
MID-PROGRAM DEBRIEF .....	6
FINAL PRESENTATION WORKSHOP .....	6
<b>GRADUATION</b> .....	<b>6</b>
<b>EVALUATION</b> .....	<b>6</b>
<b>GETTING THE MOST OUT OF MENTORING</b> .....	<b>6</b>
<b>LUCY PROGRAM TEAM CONTACTS</b> .....	<b>6</b>
<b>ADDITIONAL MENTORING RESOURCES</b> .....	<b>6</b>



## WELCOME

Welcome to the *University of Wollongong Lucy Mentoring Program*. This program has been developed to inspire, motivate and educate penultimate and final year female law students about the opportunities available for employment and leadership in both the private and public sectors.

### To assist both mentors and mentees, the program consists of:

- A program launch workshop
  - Introduce mentees to the program and mentoring concepts, establish individual objectives for the program, and to provide a networking opportunity with other participants.
- A mentorship period
  - mentees and mentors to meet and discuss experiences and to learn and strengthen their mentoring relationship over time.
- A mid program workshop
  - students to reflect on experiences and learnings and share insights with each other, as well as clarify objectives for the remainder of the program. Mentors will also be contacted midway through the program.
- An end of program student workshop
  - provides the opportunity for mentees to share their experiences.
- Graduation
  - provides mentors and mentees with the opportunity to hear from the mentees about their mentoring experiences and to celebrate each other's journeys.

To get the most out of your mentoring relationships we advise that you spend some time initially defining how your relationship will work. We would also encourage you to approach your interactions with openness and curiosity – when we are in this mindset we are in the best place to identify solutions and to plan our way forward.

### Benefit to Mentors

It is now recognised that modern mentoring can benefit mentors as much as those they mentor. Such benefits include:

- To satisfy the natural human desire to share knowledge and experience.
- *Achieve satisfaction* - For some mentors, having a mentee succeed and eventually become a friend and colleague, is one of their greatest joys.
- *Develop your professional network* - In making contacts for your mentees, you strengthen your own contacts and make new ones.
- *Extend your contribution* - The results of good mentoring live after you, as former mentees continue to contribute even after you moved on.

### Benefit to Mentees

- Clarification of career goals and career direction
- Increased likelihood of gaining meaningful employment and achieving to highest potential
- Gain an insight into organisation cultures at a senior levels
- Realise the diversity of opportunities available within the corporate sector and public domain and the personal advantages of achieving job satisfaction
- Feel inspired to actively engage in decision-making about future career
- Have access to a network of business and professional senior managers



## THE MENTORING RELATIONSHIP

---

Mentors are selected on the basis of their work and life experiences in the private and public sectors and their willingness to share their time, skills and work experience history with a student.

Mentees indicate their areas of professional interest which are then matched as closely as possible with the mentor's area of expertise.

Both the mentor and mentee are entitled to mentor/be mentored in a safe and harassment free environment.

### ISSUES BEYOND THE MENTORING RELATIONSHIP

Mentees may bring up problems that are outside the scope of the mentoring role and which the mentor may not feel comfortable dealing with. The University of Wollongong offers a comprehensive range of services to all enrolled students, international and local.

Some services are intended to provide academic support, while others offer a range of support from counselling to grievance resolution. Please refer to the Current Student Support Services webpage (<https://www.uow.edu.au/student/support-services/>) for further information and guidance. If you require immediate assistance, please call or text the 24-hour UOW Student Wellbeing Support Line (call – 1300 036 149; text 0488 884 164).

### ROLE OF THE MENTOR

The role of the mentor is to inspire your mentee to think about a range of work options available to them in the private and public sectors. You may share your knowledge and experience to equip your mentee with the ability to meet the challenges often experienced in their chosen industry sector. As a mentor, you should encourage your mentee to see situations from more than one perspective and help them to explore options.

#### The Mentor's Responsibilities:

- Impart information
- Share your own experience
- Identify some of the keys to successful entry to and progression through an organisation
- Convey the importance of networks and how they develop Maintain confidentiality (personal and professional)
- Promptly report to the Lucy Program Team should it become apparent that a student is having difficulty meeting the objectives of the mentoring program or is otherwise unable to continue with the program
- Comply with all required standards of work health and safety

If for any reason, you are unable to continue the relationship (e.g. take extended leave or cease employment), please contact the Lucy Program Team as soon as possible.

### ROLE OF THE MENTEE

The role of the mentee is to drive the process and to prioritise the relationship as part of their professional career development. This means preparing for the mentoring meetings and making a priority of the agreed timetable.

As a mentee you need to think carefully about what you want to achieve and make the time to do the necessary research and planning. You should identify what you want to discuss at each meeting.



Mentees should appreciate that mentors volunteer their time and experience and that there may be occasions when they are not immediately available.

Mentees should be aware of the time commitment involved in the Lucy Mentoring Program and carefully consider whether they are able to commit to the four month program and the associated events and workshops.

### **The Mentees' Responsibilities:**

- Being proactive in the mentoring relationship
- Accepting responsibility for your own goals, decisions and actions
- meet reasonable standards of professional behaviour, including observing the reasonable requirements of behaviour outlined by the mentor and otherwise behaving in an appropriate manner consistent with relevant UOW policies, codes, standards, and rules as detailed in UOW's Student Conduct Rules
- Following the values and ethical standards of private or public sector organisations in which you may be involved with
- complying with all required standards of work health and safety
- Appreciating the professional commitments of mentors
- Being flexible
- Keeping appointments and providing adequate notice if arrangements with mentors have to be postponed due to unforeseen circumstances
- Maintaining confidentiality (personal and professional)
- Promptly report to the Lucy Program Team should it become apparent that a mentee is having difficulty meeting the objectives of the mentoring program or is otherwise unable to continue with the program.

## **PROGRAM OUTLINE**

---

The UOW Lucy Mentoring Program runs over a period of around four months. Mentors and mentees will meet together during this period and also participate in larger group sessions which will provide an opportunity to meet and learn from other program participants.

### **MENTORING ACTIVITIES**

Between the Program Workshop and LUCY Graduation, mentors and mentees will make contact as agreed between themselves to engage and provide insight into the opportunities and challenges of working in the mentors' workplaces and industry sectors.

During the initial interaction, the mentor may discuss with the mentee their interests and goals, including their professional aspirations and what they hope to achieve by being involved in the Lucy Mentoring Program. It is possible for the mentee to also gain some insights into the mentors' background, interests and workplace.

Examples of typical mentoring activities include:

- Coffee chats to discuss career direction and planning
- Shadowing at court appearances
- Attending team or client meetings
- Attending networking functions



## **STUDENT WORKSHOPS**

### **PROGRAM LAUNCH WORKSHOP**

#### **Dates to be confirmed on website**

This session provides mentees with the opportunity to meet as a group, learn more about the Lucy Mentoring Program and the mentoring process, and begin to establish individual objectives for the program.

### **MID-PROGRAM DEBRIEF**

#### **Dates to be confirmed on website**

Mentees meet together as a group to reflect on experiences and learnings and share insights with each other. During the mid-program debrief workshop, mentees are encouraged to clarify objectives for the remainder of the program.

### **FINAL PRESENTATION WORKSHOP**

#### **Dates to be confirmed on website**

In the final workshop, mentees deliver a presentation to other mentees describing their experience and what they have gained from the program.

## **GRADUATION**

#### **To be advised**

This session provides mentors and mentees with the opportunity to hear from the mentees about their mentoring experiences and to celebrate each other's journeys.

## **EVALUATION**

Participants will have an opportunity to provide formal feedback at the end of the program, but ongoing feedback is always appreciated.

## **GETTING THE MOST OUT OF MENTORING**

---

Schedule regular contact and set aside the time

- Create an appropriate professional relationship
- Establish rapport
- Agree on ground rules
- Identify objectives
- Engage in productive conversation
- Ask for and provide feedback on the process

## **LUCY PROGRAM TEAM CONTACTS**

---

**If you experience ANY problems or have any concerns during the course of the Lucy program, please contact the Lucy Program Team as soon as possible.**

#### **Dr Kate Tubridy**

Law Discipline Leader: Clinical Legal Education and Professional Engagement  
(02) 4221 5772 | [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au)

## **ADDITIONAL MENTORING RESOURCES**

Mentoring Skills: Using Your Knowledge and Experience to Help Others

[http://www.mindtools.com/pages/article/newCDV\\_24.htm](http://www.mindtools.com/pages/article/newCDV_24.htm)



## The Mentoring Mindset

<http://mentoring-works.com/?s=th+mentoring+mindset&submit.x=0&submit.y=0&submit=Go>

---

*“Tell me and I forget, teach me and I may remember, involve me and I learn.”* - Benjamin Franklin

*“The mind is not a vessel to be filled, but a fire to be kindled.”* - Plutarch

*“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”* - William Arthur Ward

