

# ILEAD PLUS MENTOR HANDBOOK



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA



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# BE PART OF **NEW**

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**LEADERS  
NEVER STOP  
LEARNING**

ILEAD PLUS

# WELCOME TO ILEAD PLUS

As people who inspire others, mentors guide our students to become graduates who make a difference as future leaders.

Welcome to the University of Newcastle's iLEAD Plus Mentoring Program. We are delighted that you have chosen to support our current students in reaching their potential. Through the mentoring program, students can explore and develop their leadership capabilities, and experience the relevance of meaningful networking and formal mentoring with experienced professionals.

No matter your background or experience, the insights you share are vital to a student's learnings and in their

wider experiences during university life. It is also a valuable opportunity for you to connect with other like-minded professionals and give back to a community that may have helped you on your own professional and personal journey.

This handbook will help you better understand the mentoring process and provide you with the tools to make the most of the program and your experience as a mentor – we are excited to have you part of the iLEAD Plus Mentoring Network.

## WHAT IS ILEAD PLUS?

The iLEAD Plus Program is a global-facing leadership program that is tailored to develop a student's unique capabilities and goals. It is an experiential three-stage program designed to connect students with local, national and international networks to accelerate professional development and future career readiness.

Open to all University of Newcastle students, it combines practical workshops, interactive online learning, personal mentorship, professional placement, and a range of global experience opportunities. Each stage has been designed to equip, test and demonstrate the skills and experiences that students will need to be effective and globally aware leaders of tomorrow.



# ILEAD PLUS MENTORING PROGRAM

## HOW DO YOU FIT IN?

iLEAD Plus teaches students to take opportunities further, growing meaningful relationships and develop capabilities to practically assist students in future endeavours. Mentoring is an important way of achieving this and helps students to connect with local, national and international industry networks.

Through your role as a mentor, you will offer students a positive role modelling experience to help them explore their perspectives, inspire proactivity, and nurture their leadership potential. Working alongside students as they work through the iLEAD Plus program, you will help hone important leadership skills while they undertake other components of the program.

Mentoring relies on genuine commitment from both you and the student mentee for the duration of the partnership. Mentoring is a two-way process and the benefits are directly related to the level of individual input from both parties.

We recommend you openly discuss your mutual expectations and to seek opportunities for sharing and learning, remembering that both the mentor and mentee can gain valuable insights.

When scheduling meetings, we suggest a consistent time and method (in person, phone, web etc.) – this reduces the chances of missed meetings and helps to build trust and faith in the mentoring relationship, with a level of respect and commitment.

### AS AN ILEAD PLUS MENTOR, YOU WILL:

- Inspire students to take initiative, learn, grow and engage in self-reflection.
- Share your knowledge, skills, experience and industry connections to guide students as they make decisions.
- Help students to realise the importance of meaningful networking and the benefits of being mentored by industry leaders.
- Provide crucial advice on internships, work integrated learning experiences, and industry opportunities.
- Share inside knowledge and an understanding of what matters in the workplace, leadership and adapting to change.



“ I signed up as an iLEAD Plus Mentor because I was keen to give back to up-and-coming students. I didn't realise how much I would also gain. Not only did the mentoring experience reignite my enthusiasm for lifelong learning, but it also introduced me to new concepts being taught through degree programs at the moment. I truly admire the additional effort that the student mentees have committed above their existing workload, and I hope I have had a positive impact.”

**Chanel Egan, iLEAD Plus Mentor**  
Master of Information Technology 2013;  
Bachelor of Science 2010

## KEY EVENTS IN THE PROGRAM

### MENTOR MEETUP

Networking event for mentors (optional)

### MEET AND GREET

An event for mentors and mentees – Following this event, mentors will be partnered with students through a formal matching process. You will receive confirmation via email and the student will be required to make initial contact with you within 48 hours to arrange the first face-to-face meeting. Your attendance is required for this event as a formal part of the program.

### LEADERSHIP NETWORKING AND CELEBRATION



“iLEAD Plus is a fantastic program which provides Newcastle-based alumni with an opportunity to give back in their field of interest. I have really enjoyed the program and look forward to seeing it evolve.”

Danielle Jones, iLEAD Plus Mentor  
Bachelor of Social Science 2008

## TOP TIPS ON MAKING THE MOST OF YOUR MENTORING OPPORTUNITY

1. Let your enthusiasm overflow – Be positive every time you meet; the more enthusiastic you are, the better your experience will be.
2. Always act with integrity – Lead by example and leave a good impression on professional (and personal!) respect and courtesy.
3. Be innovative and proactive – Make an effort to keep the lines of communication open and stay in touch with your mentee; keep it friendly and see how they are going.
4. Embrace flexibility and change – Be respectful of each other's time and be flexible if meetings need to be rescheduled.
5. Keep it interactive – Take the time to get to know one another, learn from their experiences and understand how they view the world. We live in a truly global and connected world, so take the time to make personal connections that are lasting and mutually beneficial.
6. Always New – remember, as an alumnus of the University of Newcastle, you already have a shared connection; make the most of it!

# HOW DOES THE PROGRAM WORK?

## MENTORING STAGES

Stage One of the program equips students with the opportunity to develop leadership goals, engage in self-reflection, and establish and maintain a mentoring relationship through regular conversations.

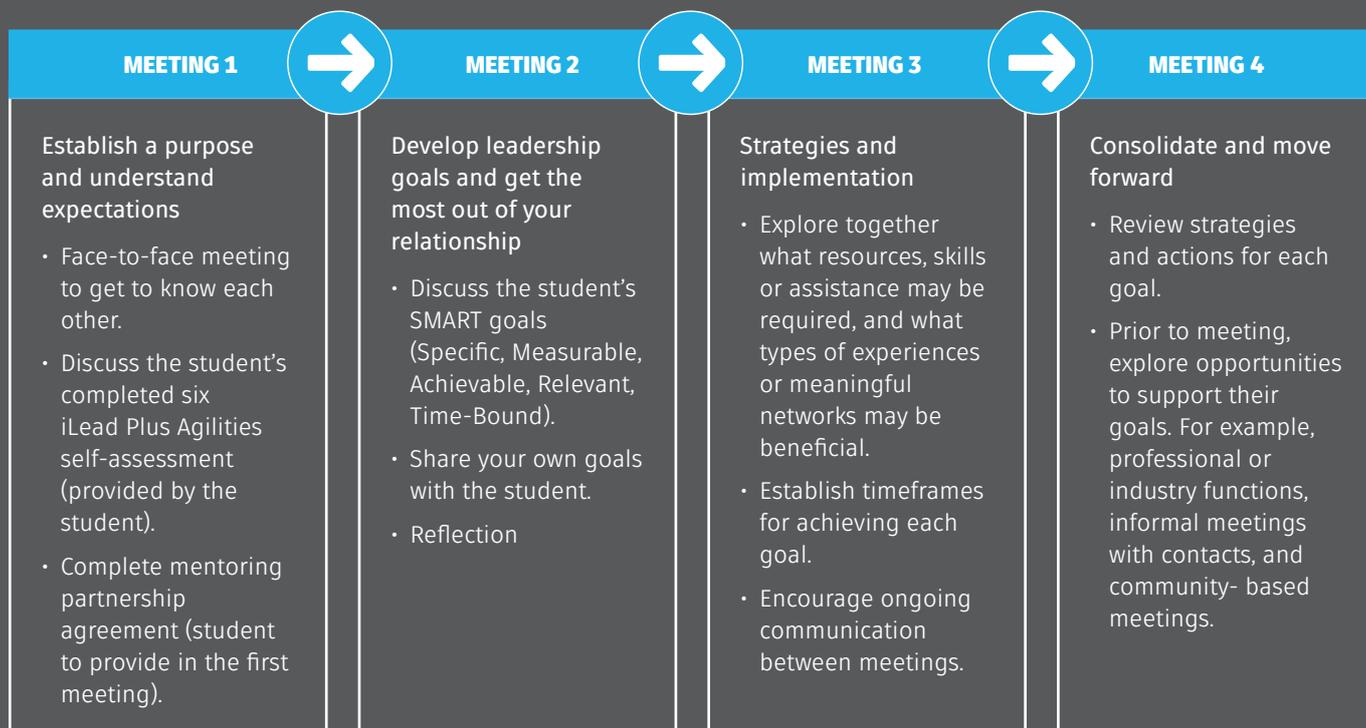
You will be assisting students with clarifying their vision, setting goals and creating practical plans to achieve them. A personalised approach to goal setting provides potential for supporting short and long-term visioning of individual mentoring needs, using meaningful questions to enable progression. You may also consider re-negotiating and/or ending mentoring relationships and establishing new strategic mentoring relationships over time, so that students can progress through the iLEAD Plus program.

**4**

Minimum of four one-hour mentoring meetings per semester

**13**

Estimated overall time commitment of 13 hours for Stage One



# WHAT ELSE DO YOU NEED TO KNOW?

## iLEAD PLUS STAGES



### STAGE 1 EMERGING LEADERS

#### MEANINGFUL GOALS

Create meaningful leadership goals for your future employability with the support of a mentor

#### BE INSPIRED

Be inspired by exposure to a community and network of diverse leaders

#### GLOBAL CITIZENSHIP

Explore what it means to be a leader and engage in global citizen learning



### STAGE 2 LAUNCHING LEADERS

#### GAIN EXPERIENCE

Gain experience in developing, implementing and delivering real solutions to unique needs within local and global communities

#### PURSUe OPPORTUNITIES

Pursue opportunities through mentoring partnerships to achieve your leadership goals

#### ENHANCE LEADERSHIP

Enhance your leadership capabilities to be ready for your future career



### STAGE 3 iLEAD SCHOLARS

#### CONNECT

Strengthen your connections as a member of the leadership community of practice

#### SHARE

Share your experiences to inspire emerging leaders

#### INFLUENCE

Influence others by demonstrating your leadership capabilities

## STUDENT WORKSHOPS

Throughout Stage One, students will participate in four interactive facilitated workshops with a strong theoretical framework on leadership, and how to create meaningful goals.

The workshops listed below may support you in developing discussion points with your students as they progress through the program:

#### WORKSHOP 1

Explore what it means to be a leader and a global citizen

#### WORKSHOP 2

Develop self-awareness of leadership potential and create meaningful leadership goals for personal and professional life

#### WORKSHOP 3

Identify challenges and opportunities in technology-based communications in the workplace

#### WORKSHOP 4

Explore innovative approaches to problem-solving and consider ethical and sustainable innovation.

## WHAT NEXT?

We recommend that you consider and discuss your thoughts and intentions for continuing the mentoring relationship after completion of Stage One. At this time, some mentoring partnerships from Stage One may continue, while others may conclude.

Students are encouraged to practice providing and receiving constructive feedback with their mentor at the completion of the final meeting.

While this may be a potentially challenging experience, helping mentees with this activity is seen by many mentors as rewarding and beneficial to their professional work spaces.

**Note: Some mentees may choose to finish the iLEAD Plus program at Stage One, and not continue on through all three stages of the program.**

# AGILITIES



The iLEAD Plus program is built on six agilities (or skills), all designed to help students develop their global awareness, ability for self-reflection and creative thinking.



## NEW MEDIA LITERACY

Fluency in using different technology-based communication tools and the ability to assess, develop and utilise new media for virtual collaboration.



## GLOBAL CITIZEN

Has diversity in experiences across local, national and international settings. Understands the importance of creating opportunities for solving social, environmental, and economic problems sustainably.



## BUILD RELATIONSHIPS WITH INFLUENCE

Multi-dimensional communication and negotiation skills, developing networks of contacts, developing the ability to work collaboratively with diverse teams to achieve shared goals, and adapting to social and emotional cues in others.



## ENTREPRENEURIAL MINDSET

Understands the foundations of creative and adaptive thinking and how this is applied to generate innovative solutions to problems.



## LEVERAGING AND VALUING DIVERSITY

Demonstrating cross-cultural competency, social intelligence and the ability to adapt to complex social environments.



## POSITIONING

Relating to others, intervening in situations and adjusting actions relevant to the context e.g. being a leader or a member of a team. Being flexible in how to project and locate oneself with others.

“Joining iLEAD Plus was one of the best decisions I made during my life at UON. Through iLEAD, and the help of my mentor, I was able to focus on goals that could prepare me personally and professionally for a better future... I will forever cherish what iLEAD has done for me and now it's time for me to pay it forward.”

**Marby Tabungar**  
iLEAD Plus Student

**Master of Human Resource  
Management 2018**

**Philippines**



“It was only through iLEAD Plus that I discovered my love for international policy... Partnering with my mentor is also an enriching experience. Establishing a network helps me to develop my leadership skills, identify professional development experiences, and interact with a community of young leaders in the world who are also passionate about positive social change. Such an opportunity would not have been available without iLEAD.”

**Kelsey Gray**  
iLEAD Plus Student

**Bachelor of Laws (Honours)/  
Bachelor of Science**

**Australia**



# MENTOR POSITION DESCRIPTION

## ROLE DESCRIPTION

Mentors guide students to become graduates who make a difference through the exchange of expertise, ideas and opportunities. As people who are experienced in leading and adapting to change, mentors are pivotal role models for nurturing students' self-efficacy, proactivity and leadership potential with the intention of stretching capacities, developing resilience and creative problem solving to social, environmental, and economic problems.

Mentors must hold degree qualifications and be actively engaged in paid or volunteer roles, with a minimum of four years' working experience. Mentors may be required to travel to and from meetings and program events in the Hunter area at their own expense. Interest in participating in the iLEAD Plus virtual community of practice is desirable.

Personal characteristics and attributes of our mentors:

- Views self as part of the global community.
- Ability to inspire others to take initiative, learn, grow and engage in self and external reflection.
- Creative thinker with ability to explore, share ideas, synthesise large amounts of information, guide problem solving.
- Approachable, flexible and favour change and development.
- Comfortable in giving and receiving constructive feedback.
- Infinitely patient with keen ability to influence moderation in responses and behaviours of others.
- Ability to work through conflict and remain impartial.
- Willingness to volunteer, share and develop own practice wisdom in mentoring relationships.

## RESPONSIBILITIES AND TIMEFRAME:

- Complete designated iLEAD Plus program reading materials.
- Participate in the iLEAD Plus formal 'Meet & Greet' for mentors and mentees.
- Commit to a minimum of four (4) one hour mentoring meetings over approximately 8-week period as part of Stage One.
- Facilitate and agree to mutually convenient meetings and contacts with student/s, with the first being face-to-face meeting, and following meetings either face-to-face or virtual (e.g. by phone, skype, etc.).
- Encourage and facilitate student/s in self-directed learning, development and reflective practice.
- Provide guidance to your student/s to develop individual Leadership Goals for future workforce employability.
- Provide constructive feedback to your student/s on observational insights, level of engagement in their own progress, and interaction and demonstration of leadership qualities, knowledge, behaviours and competencies.
- Discuss any issues of concern with the Alumni Team and/or iLEAD Plus Team.
- Provide feedback as part of program evaluation and revision at the conclusion of Stage One.
- Consider ongoing participation in Stages Two and Three
- Maintain confidentiality and professional boundaries.
- Support the health and safety of Mentors and Students in accordance with the UON Safety Charter.

## PREPARATION AND ONGOING SUPPORT:

- Orientation into the Mentor role for the iLEAD Plus Program.
- Participation in the iLEAD Plus Mentoring network to:
  - build our professional leadership culture with a continuous quality improvement approach
  - obtain program guidelines, resources and related professional development
  - receive guidance from the Alumni Team and/or iLEAD Plus Team.

For more information on the iLEAD Plus Program, please contact the Alumni Team at [alumni@newcastle.edu.au](mailto:alumni@newcastle.edu.au).

# ALWAYS NEW

Wherever you are, whatever you're doing, you are connected to new – guiding students, supporting research and thriving in our 142,000-strong global alumni community.

You are always new.

Peter Asvestas,  
Alumni Mentor  
Bachelor of Teaching  
(Secondary) 2015/  
Bachelor of Health and  
Physical Education 2015





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