



# **LOCAL GOVERNMENT** *Mentoring Programme*

Today's leaders extending the  
leaders of tomorrow



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION**  
**QUEENSLAND BRANCH**

LGMA Queensland and ALGWA introduce the Local Government Mentoring Programme. Designed to provide professional development, career advancement and networking, this programme is aimed at officers within local government who are aspiring to further their careers within the sector.

The Local Government Mentoring Programme aims to support and guide officers currently working within local government to:

- develop self-awareness and resilience;
- build their networks both internally and externally to council;
- create career development opportunities; and
- engage with senior leaders.

Participants are matched with a mentor who will meet with them monthly to discuss ways to develop their career. They will also undertake professional development through the online delivery of webinars, articles and discussions. These are designed to enhance participants' professional development and assist in identifying career aspirations.



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## The Programme

The five month programme includes:

- Personalised mentor/mentee matching
- A monthly, one-hour meeting with your mentor (usually over the phone)
- On-going monitoring and evaluation of the mentor/mentee relationship
- An introductory forum on self-awareness and networking function
- Four, online-learning modules for mentees
- An optional graduation dinner

### Introductory Forum

The Introductory Forum is a facilitated workshop where you will learn how to get the most out of your mentoring relationship.

You will learn how to define your skills and develop career goals which reflect your character and values. You will identify your personal challenges and means of addressing those challenges effectively. You will set priorities so that in each subject session you develop a plan of action that you can execute immediately.

### The Modules

Mentees will be provided with course content via online delivery each month. Mentees will view this material in their own time and will undertake self-directed activity associated with the module. Each online module includes a reflection element which will form the basis of the following mentor meeting.

The module topics are:

#### Vision, Goal-setting and Career Planning

You will learn how to identify a vision and path that reflects your values and passions and will create a strategic map for personal growth and accomplishment of that vision.



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### Performance Management

Managing your own performance is critical to developing any career. This module will consider how to quantify your performance, receive and provide feedback and take ownership of your outcomes.

### Personal Brand

Your personal brand is your key to the future career you desire. Understand what your brand is and learn how to manage it to ensure the best possible outcomes.

### Networking

The ability to develop networks is critical and allows you to learn from others, develop support mechanisms and maintain perspective. This session will consider how to develop effective networks and focus on quality rather than quantity in maintaining the right connections.

## Programme Contacts

All queries regarding the Mentoring Programme should be directed to LGMA Qld on (07) 3174 5003 or [peta@lgmaqld.org.au](mailto:peta@lgmaqld.org.au) or visit the website at [www.lgmaqld.org.au](http://www.lgmaqld.org.au).

## Programme Fees

The mentee participant cost for the LGMA Queensland Mentoring Programme is \$1,850 (inclusive of GST) for existing ALGWA / LGMA Queensland Members. The cost for non-members is \$2,150 (inclusive of GST). Attendance at the optional Graduation Dinner is \$60 for programme participants.

There is no fee for mentors accepted into the programme.

## Qualification for the Programme

- Mentee places are limited and applications will be accepted on a combination of first come – first served and merit basis (at the discretion of the Programme Facilitator).
- All mentees and mentors will sign a Mentoring Programme Agreement to ensure that both parties will fulfill their commitment and act responsibly towards each other.
- Names of mentors and mentees will not be disclosed to anyone outside of the Mentoring Programme. The names of participating mentors and mentees may be shared among fellow participants.
- Applications close on 9 June 2017.
- You will be notified on the outcome of your application by 23 June 2017.

## Programme Schedule

**12-13 July 2017** Mentee Workshop and networking event (Brisbane CBD)

**13 July 2017** 1/2 day Mentor Workshop and networking event (Brisbane CBD)

**22 November 2017** Optional Graduation Dinner (Brisbane CBD)



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Mentoring Programme

LGMA Queensland

T: 07 3174 5006 F: 07 3012 7862  
Level 7, Quay Central 95 North Quay  
Brisbane Qld 4000  
E: admin@lgmaql.org.au  
W: www.lgmaql.org.au

# Application Form

## Private and Confidential

Please fax completed form to LGMA Qld 07 3012 7862 or email to [peta@lgmaql.org.au](mailto:peta@lgmaql.org.au)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Council: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

ALGWA / LGMA Qld  
Member Rate  
**\$1,850**

Non-Member Rate  
**\$2,150**

Do not send payment with this application. An invoice will be forwarded to you upon acceptance into the programme. Prices are inclusive of GST.

### Describe your long-term career vision / goals:

### Briefly describe your short-term career goals:



**What are your expectations of the Mentoring Programme? What would you like to achieve?**

**Describe the key attributes and experiences you are seeking in a mentor:**

As a **mentee** I commit to:

- Maintaining absolute confidentiality
- Acting honestly, openly and respectfully
- Preparing for, and commencing, all meetings on time
- Being proactive and driving the process with my mentor
- Attending the LGMA Queensland Mentoring Programme introductory forum and completing all online modules within the timeframes required

**Mentee – Mentor Relations**

Mentors and mentees will commit to a minimum of one face-to-face or telephone meeting each month over a six month period.

Mentors and mentees also agree to be contacted by the Programme Facilitator during the course of the Programme to monitor and evaluate the on-going performance of the mentoring process.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



LGMA Queensland

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### **Council Endorsement**

To be completed by Senior Management within the mentee's council for all mentee's applying to the programme.

I support the nomination of \_\_\_\_\_ to the LGMA Queensland Mentoring Programme.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Signature \_\_\_\_\_

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# Mentor Expression of Interest

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## **Private and Confidential**

Please fax completed form to LGMA Queensland 07 3012 7862 or email to [peta@lgmaql.org.au](mailto:peta@lgmaql.org.au)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Council: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Business): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

**Briefly describe your mentoring experience to date (if applicable):**

**What do you believe you can offer to a potential mentee?**



**What are your expectations of the Mentoring Programme? What would you like to achieve by being a mentor in this programme?**

**Have you had any formal training on how to be an effective mentor? If yes, please outline that training.**

## Programme Schedule

- 13 July 2017**                      1/2 day Mentor Workshop and networking event (Brisbane CBD)
- 22 November 2017**        Optional Graduation Dinner (Brisbane CBD)

As a **mentor** I commit to:

- Maintaining absolute confidentiality
- Acting honestly, openly and respectfully
- Preparing for and commencing all meetings on time

### Mentee – Mentor Relations

Mentors and mentees will commit to a minimum of one face-to-face or telephone meeting each month over a six month period.

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Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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**Nominations due 9 June 2017**