

IMAP

Inner Melbourne Action Plan



Background

IMAP a joint initiative between the cities of Melbourne, Port Phillip, Stonnington and Yarra who have been working together to recognise the economic, social and cultural impacts the knowledge sector has on the inner Melbourne region. Focused on developing stronger links with the education sector a policy and supporting document have been built to make it easier for staff to gain access to a student workforce.

This template document can be taken and adapted for implementation into your own organisation – look for the **yellow text** for suggested areas of change.

Student Mentor Guide

Essentially, the role you will play in supervising a student is one of coach and mentor. As a mentor for a student, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a coach and mentor.

Given student placements are for a limited time you will most likely enter into an informal mentoring relationship, this document provides tips to help with this relationship.

- If you have any questions in regards to this guide or have some tips you would like to share contact Human Resources
- Think about the experiences and learning you can bring to the mentoring relationship.
- Spend some time thinking about your own expectations for the relationship – will it only last the time of the placement, or are you willing and interested in mentoring past the placement?
- Review your own career experiences – what path have you taken to get where you are? What have you learnt from your own career path; what have you been inspired by in your career – people, projects, places, tasks, etc. Share this with your mentee.
- What can you share about your own career goals and plans – past, present or future?
- Assist in finding and connecting your mentee with – resources, people, books, tools and web based information.
- Impart your knowledge, skills and wisdom through – explaining the lay of the land or how things work around here; giving useful examples; demonstrating processes and asking thought provoking questions.
- Provide a broader perspective on local government and the function performed by the department the student is working in.
- Provide feedback on how student is performing – being encouraging and providing positive feedback.
- Invite them to any professional development activities you may be participating in during the student placement.
- Do you have a mentor? Tell the student about your own experiences of mentoring and consider introducing them to your mentor.
- Book regular times in your diary during the placement to meet with the student and mentor them.