



LIV Mentoring

GUIDELINES & INFORMATION FOR MENTORS

These guidelines are intended to provide LIV members with information on the role of a mentor and guidance on establishing, conducting and reviewing mentoring relationships. Further information is available at www.liv.asn.au/mentor and under FAQs for mentors.

MENTORS' RESPONSIBILITIES

- Provide relevant and up-to-date information to the LIV for display on the LIV Mentor Directory, located at www.liv.asn.au/mentor.
- Participate in a Mentor Information Session.
- Indicate on the Mentor Application Form the type of mentoring you wish to provide together with the times you are willing to be contacted by mentees.
- Provide friendly professional support and guidance relating to issues raised by mentees, including sharing your knowledge and experience.
- Keep brief records of telephone and email inquiries from mentees and, where an ongoing mentoring relationship has been formed, any face-to-face meetings. You may be asked to provide these to the LIV when the annual review of the LIV Mentor Directory takes place.
- Commit to LIV Mentoring for a period of 12 months. An annual review of the LIV Mentor Directory will be conducted, at which time you will be contacted to confirm whether you would like to remain on the LIV Mentor Directory.

SKILLS AND QUALITIES OF A MENTOR:

- Interest in being a mentor.
- Supportive, respectful and encouraging of others.
- Have appropriate professional knowledge and skills.
- Willingness to commit your time.
- Listens actively and effectively– asks open and appropriate questions, acts as a sounding board.
- Makes suggestions without being prescriptive and gives constructive and positive feedback – focuses on the behaviour and not the person, explores alternatives and ideas for the future.
- To appreciate the differing experience and needs of mentees.



WHY BECOME A LIV MENTOR?

- Increased job and personal satisfaction
- Share and develop your own communication skills
- Contribute back to the profession
- Reflect on your own existing skills and practices
- Networking opportunities with other mentors
- Contribute to the development of professionals within the legal industry
- Build connections and friendships
- Opportunity to learn and grow through exposure to new ideas, problem solving and discussions.

TYPES OF MENTORING

The Mentoring Program offers mentors and mentees flexibility on the type of mentoring arrangement that they wish to establish.

- **Informal:** Mentors that choose to provide One Off mentoring are available for one off telephone enquiries from mentees.
- **Ongoing:** Mentors that choose ongoing mentoring have regular contact with a mentee which may include face to face meetings, emails and telephone calls.

Mentors may also choose to provide both types of mentoring.

MENTOR INFORMATION SESSIONS

Mentor Information Sessions are held at the LIV throughout the year. These information sessions are designed to enhance the skills of the Mentor through a series of speakers and interactive workshops that provide advice on effective mentoring. These sessions usually run for about one hour.

MENTOR UNDERTAKING

When completing the Mentor Application Form you will be asked to acknowledge that you have read the LIV Mentoring Program Guidelines and understand that you will:

- Maintain confidentiality and respect for the mentee's privacy;
- Behave ethically and safely at all times;
- Advise the LIV of any problems arising out of the mentor/mentee relationship;
- Keep to scheduled meeting times, or give adequate notice to mentees of changes, and
- Maintain records of mentee contact.

GUIDANCE ON ESTABLISHING AND CONDUCTING AN ONGOING MENTORING RELATIONSHIP

Where a mentor and mentee wish to form an ongoing mentoring relationship, they should:

- Discuss the LIV Mentoring Guidelines
- Agree on the ways of working together, such as:
 - Location of meetings
 - Frequency of meetings
 - Scheduling of meetings
 - Length of meetings
 - Structure of the meetings

DURATION OF ONGOING MENTORING RELATIONSHIPS

Mentors are asked to commit to LIV Mentoring Program for a period of 12 months. However, the duration of an ongoing mentoring relationship is determined by the mentor and the mentee and it may well be that it comes to a natural conclusion.

REVIEWING AND REPORTING

Mentors are asked to keep brief records of the telephone and email inquiries that they receive from mentees. Where you form an ongoing mentoring relationship with a mentee, you should also record when you have face-to-face meetings. This information will help the LIV to review the operation of LIV Mentoring and to make improvements over time.

We welcome any feedback you are able to provide on the number of inquiries and the types of inquires you receive.