

The Walkley Foundation Mentorship Program

Guide for mentees

Welcome to the Walkley Foundation mentorship program. The following information is designed to guide you in your role and help you establish a productive relationship with your mentor.

The objectives of the mentorship program are:

- To help journalists develop their careers, skills and networks
- To transfer knowledge and accelerate learning
- To increase confidence and focus
- To provide further opportunities for career development

What does a mentee do?

- **Make contact with your mentor:** The Walkley Foundation will introduce you (by email) to your mentor. Thereafter, it is up to you to maintain regular communications. We suggest you agree on an ideal time and frequency when you first make contact.
- **Meet with your mentor:** The program requires that you catch up a minimum of eight times over a 12-month period. More frequent catch-ups are encouraged. We recommend face-to-face meetings, but in-depth phone conversations and virtual catch-ups are also acceptable. The Walkley Foundation is happy to provide meeting rooms if needed.
- **Be proactive about identifying your priorities:** If you're not sure where to begin, try asking for advice on something specific, such as a story or a professional goal, then work with your mentor to develop an overall framework.
- **Respect the boundaries of the relationship:** Only professional matters should be discussed within the mentoring process.

The mentee's responsibilities

- Be proactive about arranging meetings.
- Be open to listening and learning.
- Act on advice and agreed tasks.
- Review progress with your mentor.
- Maintain absolute confidentiality about matters discussed.
- Be available to provide feedback to the Walkley Foundation.

What is the role of the mentor?

- Assist you to identify your aims and objectives and provide advice on how to achieve these goals.
- Provide information, coaching, guidance and constructive feedback.
- Review the mentee's performance and progress.
- If appropriate, introduce you to professional networks and explore career development opportunities.

Code of conduct

- The Walkley Foundation's mentoring program requires commitment from both parties to be effective. Please ensure that you are able to allocate regular times in your schedule to communicate with your mentor.
- Mentees and mentors must be aware that once the Walkley Foundation's mentoring program has ceased, they are no longer a formally recognised combination. If you and your mentor choose to maintain the relationship beyond the Walkley Foundation's program, this must be negotiated independently of the Foundation and mutually agreed.
- If your contact details change, please advise both your mentor and the Walkley Foundation at marcus.raue@walkleys.com.
- If the mentoring relationship is not working for any reason at all, the Walkley Foundation must be notified immediately to ensure that the matter is addressed or, if necessary and possible, a new mentor/mentee relationship is organised.
- If for any reason you cannot see the program through to its conclusion, you must notify the Walkley Foundation and your mentor as soon as possible.
- Confidentiality and privacy of both parties must be strictly respected.

Your feedback and questions

The Walkley Foundation will get in touch midway through the program and at its conclusion to ask for feedback. We are always looking for ways to improve the program and how we can support journalists. Your contribution to the program evaluation is much appreciated.

If at any stage you have questions or advice, please don't hesitate to reach out to the program coordinator, Marcus Raue, at marcus.raue@walkleys.com or on 0437762715.

Finally, some advice from one of our Mentorship program alumni

Make the most of it, ask questions, stay enthusiastic. - Emily Verdouw

*Definitely have a list of questions that you want to ask before meeting up with your mentor as it can help guide the conversation. It can also be helpful to communicate to the mentor what you hope to get out of the session. - **Christiane Barro***

*My advice would be to seize the opportunity, make the most of it and ask as many questions as you can. I would take notes and go over them following my conversations with Hugh (Riminton and past Mentor), and I found that helped drum home some of the messages. This is a once in a lifetime opportunity, and one that has so much potential in helping to grow and develop as a journalist. - **Samara Gardner***

Good luck!