

Walkley Mentorship Program Guide for Mentors and Mentees

Welcome to the Walkley Mentorship Program, supported by Hantomeli Foundation and the Walkley Public Fund. The following information is designed to support mentors and mentees to establish a productive relationship with each other.

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

Guidance for mentees

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 have a minimum of 4 x 1-hour meetings over a 12-month period - at least once per quarter. More frequent catch-ups are encouraged. Meetings can take place face-to-face or virtually. If you are using a virtual platform such as Zoom or Skype, you are responsible for setting up the meetings with your mentor and sending calendar invitations.
- **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. We recommend making your goals 'SMART' (Specific, Measurable, Achievable, Relevant and Timebound). [Here is a guide to writing SMART goals.](#)
- **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.
- Come to the first meeting with goals you would like to achieve over the 12-month mentoring period.
- 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.

Guidance for mentors

What is the role of the mentor?

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

Important information for mentors and mentees

Code of conduct

- Mentees are responsible for setting up meetings with mentors.
- The Walkley Mentorship 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 each other and hold meetings.
- If a mentor or mentee needs to cancel or reschedule a meeting, you are expected to do so with at least 24 hours' notice (unless it's an emergency) and preferably longer.
- Once the 12-month program ends, mentors and mentees 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 corinne.podger@walkleys.com.
- If the mentoring relationship is not working for any reason at all, the Walkley Foundation must be notified immediately so we can assist in resolving the situation or, if necessary and possible, organise a new mentor/mentee relationship.
- If for any reason you cannot see the program through to its conclusion, you must notify the Walkley Foundation immediately.
- Confidentiality and privacy of both parties must be strictly respected.

Your feedback and questions

The Walkley Foundation will get in touch on a quarterly basis throughout 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 contributions to the program evaluation are much appreciated.

If at any stage you have questions or need advice, please don't hesitate to reach out to the Program Manager, Corinne Podger, at corinne.podger@walkleys.com.