

## Guide for Mentors and Mentees

Thank you so much for joining the Walkley mentorship program. This guide aims to support mentors and mentees in establishing a productive relationship with each other.

### The objectives of a mentorship program are:

- To help mentees refine and work towards specific career goals
- To provide suggested contacts and networks to support future career development
- To transfer knowledge, accelerate learning, and increase confidence and focus

## Instructions for mentees and mentors

### What does a mentee do?

- **Set dates for meetings:** The Walkley Foundation will introduce you by email to your mentor. From then on, you are responsible for setting meeting dates and times, and sending a calendar invitation.
- **Meet with your mentor:** The program requires you to have a minimum of 4 x 1-hour meetings over the 12 month period i.e. at least one every three months. You are welcome to meet more frequently if you and your mentor wish to. Meetings can be held face-to-face, over the phone, or virtually using a platform like Google Meet, Zoom, WhatsApp or Facetime. You are responsible for sharing virtual meeting links with your mentor.
- **Identify goals you want to work on:** If you're not sure where to begin, think about a specific story or genre of journalism you want to work on, and work with your mentor to come up with a plan to achieve those goals.
- **Make your goals SMART:** Turning career aspirations into goals that are Specific, Measurable, Achievable, Relevant and Timebound will help you achieve them! See the guide to writing SMART goals at the end of this document.
- **Respect the boundaries of the relationship:** Only professional matters should be discussed within the mentoring process.
- **Complete quarterly feedback:** We send mentees and mentors a short Google Form every 3 months to ensure meetings are on track, and hear about highlights, or any problems.
- **Maintain confidentiality:** Do not share what you discuss at your meetings outside the mentoring relationship.
- **Recognise your mentor's generosity.** The mentors in this program are donating their time so please respect them accordingly.

### What does a mentor do?

- Discuss your mentee's career aspirations and help them refine these into goals they can work towards over 12 months.
- Assist your mentee to make their goals SMART – Specific, Measurable, Achievable, Relevant, and Timebound. See the guide to writing them at the end of this document.
- Provide tips and advice based on your experience to help your mentee achieve their goals.
- Review the mentee's progress and provide constructive feedback.
- Where appropriate, introduce your mentee to contacts and professional networks that will help support their future career development.
- Maintain absolute confidentiality about matters discussed.
- Provide quarterly feedback to the Walkley Foundation.

## Preparing for your Meetings

### Preparing for Meeting 1:

- Mentee and Mentor to review this [guide to writing SMART goals](#). Mentee to come to the meeting with 3-5 goals for the next 12 months. Use the meeting time to make the goals S.M.A.R.T. (Specific, Measurable, Achievable, Relevant and Timebound).

### At your first meeting:

- Mentee and mentor to consult on the mentee's goals and tasks for the mentee to help them work towards achieving their goals over the next 12 months
- Mentor to provide advice and suggest resources and contacts if possible to help build the mentee's network.
- Decide how regularly you will meet and set a date, time, and location for your next meeting.
- Mentee to send the mentor a calendar invitation.
- Complete the first quarterly feedback form to let the Foundation know your meetings are underway.

### Prep for and conducting Meetings 2 and 3:

- Use these meetings to discuss progress on achieving the goals set for the 12-month period.
- If new opportunities have come up for the mentee, create new S.M.A.R.T. goals relating to these opportunities.
- Complete the quarterly feedback forms to keep the Foundation updated on your progress, share any highlights, and track any challenges.

### Prep for and conducting your final meeting:

- Review your progress and next steps. What has been achieved – and what lies ahead?
- Discuss and set any fresh goals for the mentee to work on in the future.
- Complete the final feedback form for the program to help the Foundation understand what worked, what needed improvement.

## Code of conduct

- Mentees are responsible for setting up meetings with mentors.
- Successful mentoring 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 [james.gorman@walkleys.com](mailto:james.gorman@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.

## What are SMART goals?

Making a goal Specific, Measurable, Achievable, Relevant, and Timebound transforms it from an aspiration to a clear goal that you can work towards and be able to track your progress.

Here are two examples.

- Non-SMART goal: I want to work in long-form radio or podcast documentaries
- SMART goal: I will pitch and produce one Background Briefing for the ABC by February 2026.
- Non-SMART goal: I want to learn how to edit video.
- SMART goal: I will film 5 minutes of video each week on my smartphone and practice editing it using Premiere Pro / Final Cut / iMovie for 30 minutes a week, so that I am capable of editing a TV-style package by the end of 2025.

Making a goal Specific gives you a clear target to aim for, and it makes that target Measurable, because you'll be better able to track your progress.

Making it Timebound gives you a deadline to work towards. You can then set 'mini-deadlines' along the way to help you achieve your overall goal. An example of a mini-deadline might be "Produce one pitch every month for Background Briefing", to maximise your chance of achieving Goal 1 above.

Your goals should be Achievable so you set yourself up for success. And they should be Relevant – in other words, they should be important to you right now. Thinking about which goals are most Relevant will help you prioritise which ones to work on.

This guide, [How to write SMART goals](#), is an excellent resource for your first meeting.

## Your feedback and questions

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The Walkley Foundation will get in touch 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 James Gorman, [james.gorman@walkleys.com](mailto:james.gorman@walkleys.com) or [walkleys@walkleys.com](mailto:walkleys@walkleys.com).