



Arise Foundation Mentee Guidelines

Three white circles are arranged vertically on the right side of the page, aligned with the text blocks on the left.

About this Guide

This guide was created to provide potential mentee guidelines for the Arise Foundation Mentoring Program.

Arise Foundation is an award-winning organisation in Australia that provides programs to women survivors of domestic and family violence (DFV). The goal is to equip Arise clients with the skills and self-assurance necessary to achieve financial independence and security through employment. This guide was created as a component of a framework.

How to use this Guide

The guide provides mentees with information and tools to assist them in their role. Mentees should carefully read the guide in order to comprehend their responsibilities and the session's goals.



What is Mentoring

Mentoring is a relationship between two people in which one person (the mentor) imparts their knowledge, skills, and experience to another (the mentee). Mentoring is intended to support the mentee's personal and professional development by providing guidance and assisting them in achieving their objectives. The mentor serves as a role model and guide, providing feedback, encouragement, and assistance.

Mentoring is essential for personal and professional growth, as it offers guidance, support, and valuable insights from experienced professionals to the mentees

Objectives of your mentoring session

The objective of the Arise Foundation Mentoring Program is to provide support to women survivors of DFV to attain financial security and independence through employment.

You are a mentee. A mentee is someone who seeks guidance and open to feedback from an experienced individual in their field to clarify their goals and develop strategies for success. This is how you take ownership of your personal growth.

The mentoring session will focus on the following objectives to help you achieve your employment goal:

- Providing guidance and advice on career development
- Sharing knowledge and expertise to support your professional growth
- Seeking feedback to help you achieve your goals

Goal Setting by Mentees

Knowing where to start with a new mentoring relationship can be challenging. Having goals will help your mentor to guide you throughout your mentoring journey. By establishing goals, you demonstrate your commitment to personal growth and your willingness to make the most of the mentor's expertise.

The key is to be prepared, be professional and be ready to get the most out of your mentor. The following goals are guidelines to help your goal plan.

1. Build your network

This is a valuable asset for your career development. Can open doors to new opportunities, collaborations, and mentorship beyond the initial relationship.

2. Get professional advice

Tap into your mentor's expertise and experience. Be proactive in seeking their advice on various professional challenges, decision-making processes, and career opportunities. This can include how to handle conflict at workplace or how to get promotion or how to stand out in your resume.

3. Gain new viewpoint

Gain exposure to different viewpoints, cultures, and approaches. Engaging with individuals from diverse backgrounds and industries helps to expand your understanding and assumption of the world.

4. Value and respect constructive feedback

Ask and then reflect on feedback received and take actionable steps to address them. Developing the ability to receive and incorporate feedback will help you continuously improve and excel in your professional endeavours.

Guidelines for Mentees

The following questions are guidelines to help you with your mentoring relationship. Rem

- Get to know your mentor, their experience and their goals and barriers. This will assist you to break the ice and assess how they can assist you
- Ask your mentor how they make themselves happy in their current role/industry?
- Did they have a mentor at some point in your career? If so, how did s/he help you? If not, why did you never seek one out?
- Share your career story including challenges you faced and learnings from it, and discuss your goal
- Be honest if you have not been unemployed for a while and discuss strategy on how to crack the job market
- How to handle conflict at workplace
- Tips on how to make resume stand out
- Interview tips on leadership and team player

You can review and prepare other questions from the below websites:

- <https://www.forbes.com/sites/jomiller/2018/03/25/40-questions-to-ask-a-mentor/?sh=21781bf7261b>
- <https://www.indeed.com/career-advice/career-development/mentoring-topics>

Bottom Line

Having clear, realistic, and achievable goals gives both the mentee and mentor something to work towards, and provides a sense of accomplishment when they are achieved.

The key to a great mentorship experience is connection. Each mentorship will be different. By asking the right questions and following-up after the meeting, you can show your mentor that you genuinely care and are interested in their expertise to help you grow. That is one of the key ingredients in developing a strong connection.

By the way, it's OK not to click with your mentor in the first meeting. First meeting is more getting to know each other.

Important Note for Arise Mentee

Remember this is a professional mentoring relationship focusing on employment. You can speak about your DV background but think of it more as what transferrable skills can help with employment opportunity. This could include:

- Being resilient and planner.
- You may be familiar with government or legal process, is this an area you can look for career opportunity.

If at any point, you are not comfortable or you would like another mentor, advise situation to your Recovery Coach at Arise Foundation.



Every job placement is a financial lifeline. Let's partner together to land those jobs!



www.arisefoundation.org.au