Futures Project
Mentoring Program
ABOUT ECCV
THE VOICE OF MULTICULTURAL VICTORIA

The peak advocacy body for ethnic and multicultural organisations in Victoria, we are proud to have been the key advocate for culturally and diverse communities in Victoria since 1974.

Our vision is of a culturally diverse and harmonious society that is just, fair and inclusive where all people have the opportunity to participate in and contribute to, community life.

Our mission is to empower people from diverse & multicultural backgrounds.
LEADERSHIP VICTORIA

ABOUT LV

BUILDING LEADERS, BUILDING COMMUNITY

Exceptional leadership for a better world.
Leadership Victoria (LV) exists to inspire, develop and connect exceptional leaders who are driven by personal development and professional excellence and share our passion for creating a better world.

Over 25 years, we’ve curated a deep knowledge of the attributes essential to exceptional leadership. And we use these to develop skilled and energised leaders across today’s business, government and community landscapes.

There are four pillars to our work – Leadership Wisdom, Development, Networks and Impact.

Leadership Victoria’s approach is:
Cross-sectoral: We bring the public, private and not-for-profit sectors together
Open-minded: We respect the breadth of societal values that our participants embrace
Inter-generational: We enable leaders across generations to learn from one another
Reflective: We encourage deep reflection to increase each participant’s awareness of themselves and their place in the world.

Thank you to Denis O’Hara from Leadership Victoria for volunteering his time to support the Futures Project mentor program and for his outstanding presentation which is compiled within this handbook.
ABOUT FUTURES PROJECT

PROJECT AIMS

Ensure organisations are aware of the importance of the changes in the not-for-profit sector, moving towards a market orientated sector and adopting new approaches to operating.

Provide the necessary avenues for building skill sets and opportunities for training to support volunteer driven, ethno-specific and multicultural community organisations to become sustainable.

Develop mentorship linkages through a self-referral process to enable organisations to have the foundations to maintain viability.
ABOUT FUTURES PROJECT

PROJECT OUTCOMES

The Futures Project will facilitate & connect the community

A round of forums for ethno-specific and multicultural organisations focusing on key measures of sustainable practices necessary for the current and future challenges.

Targeted support through ongoing mentoring for multicultural and ethno-specific organisations who have identified what their specific needs are.

A research/evaluation component that will build on previous research and enhance understanding of the nature and role of organisations and volunteering in the ethno-specific and multicultural community organisations sector.

The subsequent development of a resource which provides organisations with a pathway to sustainability into the future.
MENTORING

DEFINITION

A series of interactions where:

- professional and personal skills and experience are shared
- encouragement and constructive comments can be provided
- both parties share openly and in confidence
- there are benefits to both the mentee and mentor
MENTOR ROLE & RESPONSIBILITIES

SHAPING THE FUTURE

Mentor “is someone who has skills and experience to share with mentees”

Be challenging - identify assumptions and offer alternative
Be inspiring - provide vision, encourage and motivate
Be a good listener - be open minded, non-judgmental and foster reflection
Be sharing - both personally and professionally
Promote understanding - of leadership options and outcomes
Recognise potential - and encourage the mentee to fulfil it
Provide guidance - through practical help and role modelling
Be aware of and respect cultural differences
Give positive feedback - reinforcement and constructive criticism when appropriate
Be cultural sensitive
Commit to sharing your skills, knowledge, experience & offer solutions to challenges
Ensure a safe and supportive environment
Maintain trust, respect, integrity and ensure confidentiality
Report any issues to ECCV
MENTEE ROLE & RESPONSIBILITIES

LIFE IS LEARNING

Mentee “is someone (or organisation) who would like to be mentored”

Be open - to new approaches, attitudes and skills
Take responsibility - for own growth and development
Be willing to articulate - hopes, needs and expectations
Be prepared to take risks
Be sharing - both personally and professionally
Develop strategies - to achieve leadership goals
Commit to fulfilling own potential - be prepared to make the effort required
Be accepting of guidance - seek to learn through observation, listening and reflection
Accept feedback and learn from it
Ensure a safe and supportive environment
Be cultural sensitive
Maintain trust, respect, integrity and ensure confidentiality
Report any issues to ECCV
MENTOR OR COACH?

LISTENING IS KEY

Both support development, but there are important distinctions

- **Mentoring**
  - Two-way
  - Relationship-focused
  - Mentee drives the agenda
  - A broad perspective

- **Coaching**
  - One-way
  - Task-focused
  - Coach sets the agenda
  - Developing specific capabilities
KEY PHASES

COMMUNICATION IS KEY

The first meeting
Getting to know each other
Determining areas of focus for mentoring
Establishing expectations

Establishing the relationship
Developing agreement on expectations and objectives

Building the relationship—from thinking to doing
Finding a rhythm, where conversations flow more easily
Addressing more difficult issues
Achieving the goals

Evaluating and concluding the relationship
Coaching Agreements

- Coaching Outcomes
- Communication
- Meeting Schedule
- Measures of Success

The Journey

- Where I Want to Be
- What Shall I Take?
- What Shall I Leave Behind?
- Difficulties to Overcome

VISUAL MENTORING GUIDES

MY CAREER/HISTORY


S.W.O.T.

Weaknesses

Strengths

Threats

Opportunities

Actions
VISUAL MENTORING GUIDES

Focus on Success

adapted from Kurt Lewin’s Force Field Analysis

Who am I?

Mental

Physical

Emotional

Big Picture

**NEXT STEPS: STAY CONNECTED**

- **Reflect on your own strengths** - where can you best provide guidance or advice?

- **Develop a toolkit** - draw on resources from your own experience, the Futures Project and wider ECCV libraries, Office of Community Sector, Business Victoria - and identify useful networks

- **Once matched, set up a series of meetings** - break the ice, then move on to expectations and objectives

- **Stay in touch** - participate in Futures Project activities, so you know what your matched organisation is learning about
ADMINISTRATION

HOUSEKEEPING

- Agree to the mentoring program timeframe
- Voluntarily enter into ECCV mentor program
- Attend a one-off Training Session
- Commit to mutually agreeable meeting plan
- Read & Sign Agreement (see attached)
- Complete Pre & Post Surveys (see attached)
- Complete Case Study (1 page) documenting activities, outcomes, achievements & challenges.
- Read & Sign Photo Release (see attached - optional)
- Consider ECCV membership (see attached - optional)
SUPPORT & CONTACT

CONNECTION & ENGAGEMENT

From ECCV:
- Futures Project Officer: Leenie Fabri
- Email: lfabri@eccv.org.au
- Phone: 9349 4122

From your fellow project participants:
- E-group for ECCV & participants to communicate as a whole team
  futuresmentoring@eccv.org.au
- Exchange business cards and create individual connections
- Social Media:
- Connect on Linkedin to expand professional network
Please find the following documents included:

- Mentee Evaluation Form (pre-program)
- Mentee Evaluation Form (post-program)
- Mentor Evaluation Form (post-program)
- Mentor Program Agreement Form
- Mentor/ee Induction Survey Form (post-training)
- Photo Release Form
FUTURES PROJECT
Evaluation Form (Mentee)

Please complete this form to provide ECCV with feedback prior to the commencement of the mentorship program. This information will be used to assist in the evaluation of the success of the mentorship program in enhancing the sustainability for ethno-specific and multicultural community organisations.

Forum Topic: Pre-Mentorship Survey

Date:

Please circle: Established organisation or New and Emerging organisation

1. What do information and skills do you expect to get out of this mentorship?

2. Do you expect to have the opportunity to be linked and connected with other organisations/networks/supports through this mentorship?
   Yes / No

3. What is the current level of opportunity that your organisation has to thrive and grow in the community sector?
   Low 1   Medium 2   High 5

4. What is your organisation’s current level of ability to advocate for your community group?
   Low 1   Medium 2   High 5

5. What is your organisation’s current level of problem solving skills?
   Low 1   Medium 2   High 5

6. What is your organisation’s current ability to present ideas to other people?
   Low 1   Medium 2   High 5

7. What is the current level of capacity for your organisation to implement new strategies?
   Low 1   Medium 2   High 5

8. What is the current level of sustainability for your organisation?
   Low 1   Medium 2   High 5

Thank-you for your time
FUTURES PROJECT
Evaluation Form

Please complete this form to provide ECCV with feedback about this forum. This information will be used to assist in the evaluation of the success of this forum in enhancing the sustainability for ethno-specific and multicultural community organisations.

Topic: Mentoring Program

Date:

1. Please circle: Ethno-specific community organisation / Multicultural organisation / Mainstream org.

2. The mentor program was useful and relevant to your organisation:
   - [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

3. The ECCV presented and coordinated information in a way that was clear and easy to understand:
   - [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

4. My mentor communicated information in a way that was clear and easy to understand:
   - [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

5. What was the duration of your mentor partnership? Include dates:

6. What strategies were provided to you throughout the mentor program that you have implemented and also plan on implementing in your organisation?

7. Did you have the opportunity to network with other organisations and is there a possibility to develop formal collaborations and how?

8. What were the top 3 valuable parts of the program and your mentor partnership?
9. In its current form, I am confident that my organisation will be able to manage without improving the strategies of our finance and fundraising plan for the organisation?

☐ Yes  ☐ No

10. In what ways did you and your mentor engage?


11. In what way could this information and program be improved?


12. Would you recommend the Futures Program and the mentoring partnerships?

☐ Yes  ☐ No

13. What training and forum topics would you like the ECCV to provide and why if any?


Name and organisation: (optional) ____________________________________________

Role in your organisation: (optional) _______________________________________

How did you find out about this program? ____________________________________

The Voice of Multicultural Victoria
FUTURES PROJECT
Evaluation Form (mentor)

Please complete this form to provide ECCV with feedback about this forum. This information will be used to assist in the evaluation of the success of this forum in enhancing the sustainability for ethno-specific and multicultural community organisations.

Topic: Mentoring Program

Date:

1. *Please circle:* Ethno-specific community organisation / Multicultural organisation / Mainstream org.

2. The mentor program was a relevant and rewarding experience to your organisation:
   
   [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

3. The ECCV presented and coordinated information in a way that was clear and easy to understand:
   
   [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

4. My mentee communicated information in a way that was clear and easy to understand:
   
   [ ] Strongly Agree  [ ] Agree  [ ] Disagree  [ ] Strongly disagree

5. What was the duration of your mentor partnership? Include dates:

   

6. What strategies were you able to share with your mentee that you have implemented and/or plan on implementing in their organisation?

   

7. Did you create opportunity for your mentee to network with other organisations and was there possibility to develop formal collaborations and how?

   

8. What were the top 3 valuable parts of the program for your mentee and your mentor partnership?
9. In its current form, are you confident that your mentee’s organisation will be able to manage without improving the strategies of their finance and fundraising plan?
   □ Yes
   □ No

10. In what ways did you and your mentee engage?

11. In what way could this information and program be improved?

12. Would you recommend the Futures Program and the mentoring partnerships?
   □ Yes
   □ No

13. What training and forum topics would you like the ECCV to provide and why if any?

Name and organisation: (optional) _____________________________________________

Role in your organisation: (optional) ___________________________________________

How did you find out about this program? ______________________________________
ECCV Mentorship Agreement

Purpose of Agreement
This agreement between ________________ (Mentor) and ________________ (Mentee) from the ____________________ (Community Organisation) is to ensure both parties have a clear and concise understanding of how the ECCV Mentoring Partnership will progress and produce successful results.

Mentorship Partnership Aims
This mentorship will provide the mentee organisation with an opportunity to learn from the past experiences of a skilled mentor. The skilled mentors will act as a guide in directing mentees to possible solutions to the challenges they face within their organisations.

Period of Mentoring Partnership
The term of this Mentoring Agreement will be from:

1st June 2016 until 30th November 2016.

Schedule of meetings
Example - Meet face to face once per month and emails/phone call once per week

Initial session – a meeting schedule will be agreed upon with dates/times

At the end of the each meeting arrangements will be confirmed for next contact.

The initial meeting will be on ________________ at ________________
ECCV Mentorship Roles

Mentor Role
Mentor “is someone who has skills and experience to share with mentees”
- Be challenging – identify assumptions and offer alternative
- Be inspiring – provide vision, encourage and motivate
- Be a good listener – be open minded, non-judgmental and foster reflection
- Be sharing – both personally and professionally
- Promote understanding – of leadership options and outcomes
- Recognise potential – and encourage the mentee to fulfil it
- Provide guidance – through practical help and role modelling
- Be aware of and respect cultural differences
- Give positive feedback – reinforcement and constructive criticism when appropriate
- Be cultural sensitive
- Commit to sharing your skills, knowledge, experience & offer solutions to challenges
- Ensure a safe and supportive environment
- Maintain trust, respect, integrity and ensure confidentiality
- Report any issues to ECCV

Mentee Role
Mentee “is someone (or organisation) who would like to be mentored”
- Agree to the mentoring program for the period between June 2016 - November 2016
- Be open – to new approaches, attitudes and skills
- Take responsibility – for own growth and development
- Be willing to articulate – hopes, needs and expectations
- Be prepared to take risks
- Be sharing – both personally and professionally
- Develop strategies – to achieve leadership goals
- Commit to fulfilling own potential – be prepared to make the effort required
- Be accepting of guidance – seek to learn through observation, listening and reflection
- Accept feedback and learn from it
- Ensure a safe and supportive environment
- Be cultural sensitive
- Maintain trust, respect, integrity and ensure confidentiality
- Report any issues to ECCV

Mutual Role:
- Voluntarily enter into ECCV mentor program
- Attend a one-off Training Session (either June 6th or July 5th)
- Commit to mutually agreeable meeting plan
- Read & Sign Agreement
- Complete Pre & Post Surveys
- Complete Case Study (1 page) documenting activities, outcomes, achievements & challenges.
- Read & Sign Photo Release (optional)
ECCV Mentorship Communication

Respectable relations
Both parties agree to maintain trust, respect, and integrity of their relationship. Both agree to act in the most appropriate manner to ensure respectable relations and effective partnership achievements.

Confidentiality
Both parties agree to maintain confidentiality of the discussions and keep conversations and content between the mentor and mentee. Both mentor and mentee will discuss the most suitable way to communicate mentorship discussions and content with others including other members of the mentee organisation.

Termination
The partner wishing to terminate the agreement will inform the other party why they wish to terminate the agreement. Both mentor and mentee will also be asked to provide feedback to ECCV on the reason for termination of the agreement. Mentor and mentee will try to resolve the issue with the support of ECCV, if no mutual agreements are made the partnership will conclude in a respectable and professional manner.

We agree to a mentorship partnership as stated in this agreement. We will meet according to the outlined schedule of meetings and contact for the period of June 2016 - November 2016.

Signed by:

_________________________  _________________________
Mentor:                    Mentee:

Date:                      Date:
## ECCV Mentorship Goals

### Focus Area 1

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<th>What mentee aims to achieve</th>
<th>How will mentee aim towards this</th>
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### Focus Area 2

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### Focus Area 3

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Please complete this form to provide ECCV with feedback about this mentorship induction. This information will be used to assist in the evaluation of the success of this mentorship induction in establishing the ECCV mentorship program.

Topic: Mentor/ee Induction
Date:
Name: (optional)
Organisation: (optional)

This ‘Mentor/ee Induction’ session was useful and relevant:
- [ ] Strongly Agree
- [ ] Agree
- [ ] Disagree
- [ ] Strongly disagree

The information was presented in a way that was clear and easy to understand:
- [ ] Strongly Agree
- [ ] Agree
- [ ] Disagree
- [ ] Strongly disagree

What is your response to the session hosts/trainers?

What information and skills did you find most useful and could be applied by you when taking on the role as a mentor?

What strategies were provided to you during this session that you would be able to implement when providing guidance to your mentee?
Did you have the opportunity to network with other mentor/ees and is there a possibility of formal collaborations to assist in each other’s growth? If yes, how?

In what way could this information session be improved?

What other topics or information would be useful to you as a mentor/ee?

What have been your favourite three things about this session?

How did you find out about this mentorship program?

Thank-you for your time.
PHOTO/VIDEO RELEASE FORM

I hereby give permission for my images, captured through video, photo and digital camera, to be used solely for the purposes of Ethnic Communities Council of Victoria Inc., promotional material and publications. I also acknowledge that the Ethnic Communities Council of Victoria Inc. may choose not to use these images at this time, but may do so at its own discretion at a later date.

Name of Participant (please print):

__________________________________________

Participant's Signature:

__________________________________________

Date:

__________________________________________