

# POWERful WOMEN Leadership Program



## *Mentor Program Terms of Reference & FAQ*

The API's POWERful Women leadership and career development program (PWLP) is focused on developing a community of 200+ current and future female leaders for the Australian power sector over 2022-2024.

82 women are participating the PWLP in 2022 including undergraduate students, graduates and experienced professionals from across Australia.

The PWLP includes online workshops and learning activities, attendance at the API's residential Summer School and PWLP Early Career Retreat, and live and online mentoring activities throughout the 2022 year.

**We are now recruiting experienced professionals from across the API community to contribute to the PWLP program as one-on-one mentors in 2022.**



### Terms of Reference for Mentors

1. Mentors are welcomed into the program at the discretion of the API staff team and we reserve the right to withdraw your participation if we deem this appropriate.
2. Role and goal is to support participants to in developing and achieving their negotiated goals.
3. Mentors commit to being available at the times negotiated with your mentee to – give advice and support. The Mentorloop program will prompt you (with emails) to complete specific tasks.
4. Mentors commit to practicing the 3 A's of mentorship: to be Available, Analytical in your contributions and an Active Listener.
5. Mentors shall at all times maintain professional standards of behaviours including to act ethically and with integrity and to demonstrate commitment to a diverse and inclusive workplace.
6. The maximum term of your role as a mentor is to 31 December 2022 (noting there is scope for mentors to return for future years)
7. Mentors will take a proactive privacy approach and manage the personal information of others that is disclosed to you with courtesy, inclusion and respect and maintain agreed confidentiality beyond the termination of the mentoring relationship, and ensure safe and secure maintenance of all related records and data
8. Mentors and your organisations must acknowledge the API's Powerful Women Leadership Program and the API if making any references to the program on social media or in other forums.

## Things to note:

The invitation is to participate as a mentor for the 2022 year, with the potential for involvement in future years depending on the development of the Powerful Women program. In future years participation as a mentor may be restricted to staff from API member organisations (and selected other stakeholders).

We reserve the right to approach particular mentors about other opportunities in the program.

We reserve the right to retire inactive mentors from the program (note that the Mentorloop platform has a cost based on the total number of participants that is funded by the API).

## Key milestones in the PWLP program

Launch	28 February 2022
Allocate first mentors	30 March 2022
Early Career Retreat	4-7 May 2022
2 <sup>nd</sup> formal mentor allocation	TBC – potentially June
3 <sup>rd</sup> formal mentor allocation	TBC – potentially August
Review session	November 2022

## Frequently Asked Questions about being a mentor

### Who are the participants in the program?

28 undergrads, 32 grads, and 23 professionals.

### How are mentors and mentees allocated?

The first round of matching will be generated by a Mentorloop algorithm, but will be vetted prior to advice by the API team.

### How many mentees should I support?

Initially you will support one mentee, but should you be available to offer assistance to more than one, please let the Kirsten ([Kirsten.pain@api.edu.au](mailto:Kirsten.pain@api.edu.au)) know and she'll match you with additional mentees.

### **What topics do I mentor on?**

The topics will depend on the goals of the mentee, but these can be guided by you. The API and the PWLP participants have a “Career development toolkit for Early Career participants” which can be made available to you if needed.

### **How many meetings should I have with a mentee?**

The number of meetings is negotiated between you and your mentee. You may find that regular short sessions work better than infrequent long sessions.

### **What support do you offer for mentors?**

There are several resource documents available on the Mentorloop website. If you want access to any of the online video training sessions the participants have completed on Emotional Intelligence, Adaptive Leadership, or Self Awareness please contact Kirsten ([Kirsten.pain@api.edu.au](mailto:Kirsten.pain@api.edu.au)). These may be good points for starting discussion.

### **How do I stop additional mentoring requests coming to me after I have accepted a mentee to work with?**

You can change your profile setting in Mentorloop stating that you no longer available for further matching.

### **Can I take a break from being a mentor but stay in the program?**

The mentorship commitment is for the rest of 2022. Should you need a break, you will need to negotiate with your mentee to the next check in time.

### **How do I get started on Mentorloop?**

Once you have been accepted for the program, you will be sent a link from Kirsten. You need to complete the ‘sign up’ form, selecting “Mentor” only, and “Invited Senior Executive” (when asked what stream you are in). Once you have entered your details, your form will be approved by API and you will automatically be admitted to the Mentorloop program. You will receive the occasional message from Mentorloop to prompt you to action. Your mentee may also message you through the software, but you will receive an email letting you know there is a message waiting.

### **What do I do if I have an issue with the mentee I have been allocated?**

Please contact Kirsten ([Kirsten.pain@api.edu.au](mailto:Kirsten.pain@api.edu.au)) if you have an issue with your mentee. Please let her know the problem, and if unresolvable, we will allocate you to an alternative mentee if possible.

**Can I get the contact details of participants in the program (mentees and other mentors)?**

No, for privacy reasons, the API and Mentorloop does not share contact details. If you are talking with different mentees, it is up to you both to share details with each other.

**Do I need a working with vulnerable people check (or equivalent) to be a mentee?**

No, all participants are adults and not considered vulnerable people. However, we do ask you to be mindful that you are connecting with young professionals (our undergraduates) and with women as an under-represented cohort in the male-dominated power sector. Please exercise your judgement carefully in ensuring appropriate professional behaviour.

**Can I offer my mentee a job?**

You are all adults and in some situations offering a job may be appropriate, but we want you to keep the following in mind:

The primary purpose of the program is to mentor the participants, not for you to recruit!

Supporting the participants to find the right career path for them is our goal, which could be with your organisation, but that should be an indirect outcome for you both.

Having a reputation for helping people find jobs is a good thing (but we don't want employers of mentees worrying that their support for the program leads to them losing their future female leaders to other organisations)

**Can I or my staff become a mentee in the program?**

Not in the 2022 program, but there will be future opportunities particularly if you are a successful applicant on a future Powerful Women intake. [Complete the expression of interest form.]

**How do I find out more about the Powerful Women Leadership Program?**

Please visit the API website, and look for the link under the "Knowledge is Power" tab : [Powerful Women | The Australian Power Institute \(api.edu.au\)](https://api.edu.au/powerful-women)

**How do I find out more about the API and my organisation becoming a member?**

Please visit the API website, and look under the "About us" tab, then Members

Information about [Becoming a member of API Membership Information & Application Form](#)