

# *EMERGENT*

MENTOR GUIDE

2024

AQUATICS AND RECREATION INDUSTRY  
LEADERSHIP DEVELOPMENT PROGRAM



AQUATICS &  
RECREATION  
VICTORIA

# ***EMERGENT***

## **LEADERSHIP PROGRAM 2024**

Most successful people can point to one or more people that have been particularly important to their growth and development during their career. These people are mentors. Mentors help to inspire, encourage mentees to solve problems, provide insight, teach a new skill, guide and support.

Mentors also benefit from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor, coach and Industry leader.

*EMERGENT* Leadership Program 2024 is a program that will help build the future of the industry. Bringing together high-performing and emerging talent across Victoria, participants will be paired with a seasoned leader as their mentor from within the industry.

Potential candidates are required, as part of their program application, to nominate a suitable mentor from within their organisation to support a participant in the 2024 *EMERGENT* program. Nominated mentors may be endorsed by their organisations' senior management and may not have a direct working relationship with the potential candidate.

### **Benefits of Mentoring**

A successful mentoring relationship provides benefits for both Mentor and Mentee.

**For Mentees:** they are provided with a more experienced and knowledgeable person with insight into the industry to provide feedback and advice on their continued career and professional development and leadership. Their mentor provides a sounding board to brainstorm ideas, communicate concerns and receive support & feedback.

**For Mentors:** you are provided with an opportunity to demonstrate your commitment to developing people. Leveraging your leadership skills, you will develop your interpersonal and coaching skills. You will be rewarded with satisfaction of helping to guide, share and support an eager industry member whilst also improving your own leadership skills.

### **Commitment**

Mentoring is not for everyone. An effective mentoring experience requires time, effort and commitment from both the Mentor and the Mentee.

As part of the Emergent Program, participants are required to drive the relationship with their mentor. Mentors and Mentees will be connected via email, with the expectation the Mentee will reach out to arrange the first meeting whether that be in person or online.

Mentors are required to provide their mentee with, at a minimum, one hour of support every fortnight. Work and life can get in the way, however we do require this minimum time commitments from all mentors. Where possible, the mentoring relationship can continue beyond conclusion of the program.



## Key Dates

- Mentor nominations open **26 March 2024**
- Mentor nominations close **23 April 2024**
- Selected mentors notified **Week of 29 April 2024**
- Mentors connected with their Mentee **Week of 29 April 2024**
- Mentor briefing online meeting **30 April 2024**
- Program close and celebratory lunch **22 November 2024**

## Skills Required

The great thing about mentoring is there are not a lot of required skills. You are ultimately sharing your experience, skills and insight with an eager participant. To be an effective mentor, you must be able to:

- **Listen actively** - active listening not only helps to establish rapport, but creates a positive and accepting environment that encourages open communication.
- **Build trust** - whilst trust is built over time, you will build trust with your mentee by keeping your conversations honest and confidential, honouring your scheduled meetings and calls, and consistently showing interest. Your mentee is required to commit to keep all discussions confidential and honour scheduled meetings and calls. The only exception to the requirement of confidentiality is where there is concern for the health and safety of your mentee.
- **Help identify goals and build capability** - Feel free to share, where appropriate, your career and personal goals with your mentee. This will encourage them to ask questions about how you set goals and how they might achieve their career and personal goals. This may involve you assisting them find information or connecting them with people. You might impart knowledge and skills by giving examples, demonstrating processes and asking questions that provoke deep thought.
- **Encourage and inspire** - provide encouragement to your mentee. Communicate your belief in their capacity to grow personally and professionally and reach their goals. Comment on their achievements and challenges. Provide feedback. Ask questions to encourage them to think of a solution.

## Mentee Allocation

Mentees will be paired with Mentors by Aquatics and Recreation Victoria as part of the candidate application process. Among other things, the current role, aspirations and challenges of the candidate will be matched as best as possible to a suitable Mentor. Mentors will be allocated a Mentee from outside their organisation.

Mentors and Mentees will be introduced by email in the week of **29 April 2024**. Mentors will participate in an online Mentor Introductory Briefing. It is the responsibility of the Mentee to connect and arrange the first meeting. As a minimum, Mentors and Mentees should meet at least fortnightly.

## **Conflicts of Interest**

ARV is committed to ensure that conflicts of interest, whether actual or perceived, are mitigated. Mentors are encouraged to indicate any potential conflicts of interest when completing the nomination form (part of the Candidate Application Form) to assist in the allocation of an appropriate mentee. Should a conflict of interest arise during the relationship, the conflict must be reported to ARV via email to Jerome Parot at [jparot@aquaticsandrecreation.org.au](mailto:jparot@aquaticsandrecreation.org.au).

## **Mentor Support**

Mentors will have access to the program facilitator, Jim Plunkett.

ARV will be in contact with Mentors to ensure that the Mentee has connected and organised, at the very least, the first meeting.

ARV will provide mentors with information regarding EMERGENT participant workshops and masterclass content.

Mentors will be invited to the end of program graduation event on **22 November 2024**.

If at any time you require support, you can reach the ARV team via email or by calling (03) 9271 3800.

# MEET YOUR FACILITATORS



## **Jim Plunkett**

Jim Plunkett, is an experienced leader in the area of Leadership and Team Development. With over 20 years of experience in both professional sports (as a player and administrator) and corporate organisations, Jim brings invaluable expertise. His passion for people and his facilitation skills which have been refined over many years, provide great value to the companies, teams and individuals he works with.

Jim has experienced AFL at the highest level playing with the Western Bulldogs and Carlton Football Clubs. After his football career, Jim played a pivotal role as one of the founding athletes at Leading Teams, contributing significantly to the development of high-performing teams and the implementation of leadership programs. From there he joined the Melbourne Football Club as the General Manager of People and Culture, with his focus being to cultivate a high performance culture across the entire football club. Jim is still involved at the Melbourne football club currently but has transitioned to build his own business, Telos Performance Partners. Telos Performance Partners focus' on the growing demand for effective solutions in leadership development, team cohesion and individual wellbeing.