

PEARL MENTORING

AN INDUSTRY-WIDE PROGRAM FOR RECRUITERS



The PEARL (Professional, Emerging & Aspiring Recruitment Leaders) Mentoring Program is designed to provide Members who are seeking to take their next career step with an opportunity to learn from peers within the industry to gain new perspectives in leadership. The program aims to develop the capacity of the sector and nurture the talent of the Recruitment Consulting Industry by encouraging communication between new and experienced professionals working in the field.

It provides opportunities for Mentors to contribute to the wellbeing of the industry by passing on their knowledge and experience to others through reflection on their own practices and exposure to new ideas, interests and opportunities for challenge.

PEARL Mentoring provides exceptional value to RCSA Members in the way it offers a mutually beneficial industry wide mentoring program at minimal charge to RCSA Corporate and Individual members.

Mentors and Mentees are matched together based on their goals, objectives and professional background, who then meet on a monthly basis over the course of a year to discuss & plan how to actualise these goals.

Supported by the Art of Mentoring Program, they combine evidence-based mentoring expertise with the latest technology. The shift to a digital run program provides the opportunity for new participants and even the well-experienced participant to engage and time manage their own self-initiated experience.

Participants will be provided training through an Art of Mentoring e-Learning Package accessible directly through a dedicated RCSA platform. A combination of video-based webinars each Mentor and Mentee will have access to an on-line initial induction session with participants further guided through the course of the program with instructional videos, interviews 'How to Guides' and tools; on-going resources include articles, booklets, exercises and tips for Mentors and Mentees.

The RCSA Program Manager can be contacted anytime throughout the program.

HOW WE MATCH MENTORS & MENTEES

To achieve a high standard in Mentoring relationships, the process of matching mentors to mentees is all about the algorithm. Each participant completes an on-line questionnaire which incorporates questions covering professional, social and leadership preferences. Once an application profile is completed the profile-based algorithm draws on this information and searches for its potential-ideal match.

Final suggested matches are then reviewed by a committee of RCSA Members with previous experience in the mentoring program.

COST TO PARTICIPATE

Mentees will be charged a \$330 + GST participation fee. This amount charged will cover the annual administrative costs of the program.

Mentors although the program is mutually beneficial, mentors will not be charged given the knowledge and expertise they bring to the program.

PROGRAM STRUCTURE

Program to run from July 2018 – July 2019

1. Mentor and Mentee matches are made based on a matching algorithm drawn from the application questions submitted
2. Each Mentor and Mentee will complete on-line induction training. This training must be completed prior to monthly catch-ups and will commence approximately the last week of June 2018, at which the details and objectives of the program will be outlined (provided by The Art of Mentoring).
3. Mandatory monthly mentoring commences between matched Mentor and Mentee pairs from July 2018 to June 2019.
4. Continual mandatory Mentor and Mentee on-line communications are initiated to encourage learning & best practice and to work through challenges.
5. Continual ongoing support provided by dedicated RCSA Program Manager.

BENEFITS – INDIVIDUALS

- Both Mentors and Mentees will enhance/build leadership capability both through the formal on-line training & communication(s) and practical mentoring sessions.
- Fast track learning and development in a personalised, practical setting – gaining from the mentor’s expertise
- Build trust and stronger personal connections
- Receive constructive feedback in key areas, such as communication, interpersonal relationships, technical abilities, change management and leadership skills
- Learn specific skills and knowledge that are relevant to personal goals
- Have a friendly ear with which to share frustrations as well as successes

BENEFITS – CORPORATES

- Internally/externally seen to support staff career progression and development
- Build coaching/mentoring capability that can be leveraged internally e.g. Mentees coming through the program could mentor internally
- Build the leadership capability within your organisation
- Demonstrate how your organisation invests in its people by actively and openly supporting their career growth
- Build a strong corporate culture that attracts talent
- Positions your brand as an employer of choice.

FAQs & COMMON CONCERNS

1. Staff Poaching – there is an inherent mistrust of Mentors motivation

Answer: This is actively enforced both by the signed confidentiality agreement (AOU), the RCSA Code for Professional Conduct and the CLEAR expectation at the outset that any poaching will result in RCSA membership disqualification in accordance with the **Disciplinary and Dispute Resolution Procedures**.

2. Lack of understanding about the program and benefits (individual level and organisational level).

Answer: Benefits of participation in this program (as outlined above) can be seen on a number of levels. Providing an opportunity for your staff to develop their skills as a leader & manager, along with many other business skills is a bonus to any

organisation. Take in the fact that this mentoring is predominately done out of hours and is free of charge, adds to the overall positives for the program. Additionally, the program has been developed with one of Australia's leading business coaching firm and corporate mentoring program specialists who work across a number of industries. All participants are required to attend the compulsory Induction Training prior to commencing mentoring which fully discusses any expectations or questions that participants may have.

3. Unclear time expectations/Loss of business hours

Answer: Beyond the initial training (on-line modules), the ongoing time commitment during office hours is 1 hour per month. This is to ensure Mentees and Mentors are feeling confident about the mentoring process. All mentoring will be conducted out of hours at times of mutual convenience.

4. Expectations/Understanding not clear – skill & personal development

Answer: Expectations are clearly outlined at the initial facilitated induction session by both the mentor and mentee. Participants are also required to sign an Agreement of Understanding which outlines the roles and objectives for both Mentors and Mentees. The program manager (RCSA) will monitor the program and communicate with mentors & mentees on a regular basis. Additionally, at any time the program manager (RCSA) can be contacted if there are any queries or concerns.

5. Can I participate in the 2018 program if I participated in previous years?

Answer: Yes, we encourage all participants to re-apply to the 2018 program, with the idea that those who were mentees in previous years take on the role of mentor. You will be able to apply as a mentee again; however preference will first be given to new mentee applications for the year.

6. What happens if I feel there is a conflict of interest with my matched mentor/mentee pair or I want to exit the program?

Answer: The RCSA takes all comments and concerns of conflict with regards to the program very seriously. If you have any concerns about your matched pair then the first step is to notify the program manager immediately. Where possible, we will endeavour to re-match pairs in a respectful way. Entering into the program is a 12-month commitment; however in the event you believe the relationship is no longer productive & would like to exit the program, the mentoring relationship can be honestly reviewed and concluded without blame on either behalf.

7. **Am I guaranteed a spot if I submit my application?**

Answer: The PEARL Mentoring program is an elite mentoring program and we have limited spots available across Australia and New Zealand. Selection is dependent on a fully complete application and considered against the program eligibility criteria.

8. **Does my manager/company have to be notified that I am participating in this program?**

Answer: No, as the emphasis is of individuals career progression through the industry. However, it is advisable for all participants to have the support of their manager/company to participate in this program.

9. **Is this business coaching?**

Answer: No, as the emphasis is of this coaching is to progress your leadership career and not tackle technical business coaching issues.

TIME EXPECTATIONS & DATE COMMITMENTS

For Mentors:

- complete the required on-line module training
- 1-hour outside of business hours per month (July 2018 to June 2019) with their Mentee

For Mentees:

- complete the required on-line module training
- 1-hour outside of business hours per month (July 2018 to June 2019) with their Mentor
- Program and progress experience surveys completed through the duration of the period

All Participants of the Mentoring Program will be required to sign an *Agreement of Understanding (AOU)* which the dates below form part of:

2018 Applications Open	6 th April
2018 Information Webinar Session(s)	Mentor – 13 th April Mentee – 20 th April
2018 Applications Close	15 th June
Final Applications & Matching Review by Matching Committee	18 th – 29 th June
All Mentors & Mentees Notified of matched pair (via email)	3 rd July
Program On-Line Induction Training to be completed between	3 rd July – 6 th July
Mentoring to commence (monthly contact required)	9 th July – on-going
Digital Communications, Resources, Surveys sent to Mentors & Mentees	On-going (July – June)
2018 Program Concludes	5 th July

CPD POINTS

CPD Points: Upon successful completion of the Mentoring program each participant will receive 25 CPD points, the full annual allocation required to apply or maintain Accredited Professional (APRCSA) status.

You will also receive a certificate of completion.

ELIGIBILITY

To be considered as a **Mentee**, it is understood that you have:

- at least TWO year's recent experience within the recruitment industry; and
- are a current RCSA Individual or Corporate Membership; and
- can demonstrate that you currently hold or about to undertake a people management role

To be considered as a **Mentor**, it is understood that you have:

- at least THREE years recent experience within the recruitment industry; and
- are a current RCSA Individual membership or Corporate Member; and
- hold or have held a recent people management role

ABOUT The Art of Mentoring

Art of Mentoring is a coaching, mentoring and leadership development consultancy based in Australia and operating across Asia-Pacific and the United States. They offer the latest in mentoring best practice with a vast range of evidence-based programs, expert consultants and world-class resources to support the design and implementation of effective mentoring programs. One of Australia's leading mentoring and executive coaching consultancy firms and a proud member of Coaching & Mentoring International (CMI).

Art of Mentoring have been conducting mentoring programs since 1997, webinar-based mentoring programs since 2009, and online training since 2014 lead and supported by an expert team of Program Designers and Managers.

PRIVACY

To participate in this Mentoring Program, all participants are required to be an Individual Member or Corporate Member of the RCSA. This means that all Mentors and Mentees are required to abide by the RCSA Code for Professional Conduct, which encompasses Principle 1, Confidentiality and Privacy.

The RCSA will collect personal details for the purposes of the program. All personal details collected will be treated under the RCSA Privacy Policy, which can be found by on the RCSA Website.

PROCESS & CONDITIONS FOR ENROLMENT

Enrolment in the 2018 PEARL Mentoring program will comprise of these steps:

1. Members wishing to partake as **Mentors** are required to **register** for the program via the RCSA Learning Mentoring Program tab
2. Members wishing to partake as **Mentees** are required to **register and make payment** via the RCSA Learning Mentoring Program tab

Terms & Conditions for Mentee Registration Fee

1. Where a match is deemed unsuitable by a mentor/mentee on the grounds of a conflict of interest the registration fee will be refunded on the following conditions:
 - a. The conflict of interest is deemed genuine by the RCSA
 - b. The conflict of interest flagged before **30th September 2018**
2. Refunds will not be provided after the **1st October 2018**

NEED MORE INFORMATION

To find out more information on the PEARL Mentoring Program please contact the Program Manager, Cheryl Seslija via phone on 03 9663 0555 or email to: cseslija@rcsa.com.au