

National Mentoring Program Participant Guide



NATIONAL MENTORING PROGRAM

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PURPOSE OF THE PARTICIPANT GUIDE

This guide is designed to give participants a comprehensive understanding of the Australian Water Association's (AWA) new National Mentoring Program. It provides step-by-step instructions on how to navigate the AWA's National Mentoring Digital Platform, along with answers to common questions about the program. Whether you're a mentor or mentee, this guide will support you in maximising the benefits of your mentoring experience and ensure you have the tools needed for success in the program.

INTRODUCTION AND BACKGROUND

The Australian Water Association (AWA) connects people, businesses, and governments to create a sustainable water future. Through our local, national, and international network of 5,000 individual and business members, we share information, create opportunities, and inspire positive change.

For over 15 years, AWA has successfully operated state-based mentoring programs, supporting the development of countless professionals. Now, as part of our commitment to expanding impact and meeting the evolving needs of our members, we are transitioning to a unified National Mentoring Program. This evolution reflects AWA's dedication to breaking down geographic barriers, engaging underrepresented groups, streamlining processes, and enhancing reporting.

The AWA National Mentoring Program is designed to connect water professionals from every corner of the country, providing a cohesive and supportive network. Delivered through a dedicated digital platform, the program will offer a structured approach to professional growth, networking, and knowledge-sharing, benefitting individuals across the entire water sector.

AWA NATIONAL MENTORING PROGRAM

Objectives of the National Mentoring Program

- Support professional growth within in the water industry.
- Facilitate meaningful connections across geographic and professional boundaries within the water sector.
- Support diversity and inclusion within the water sector by involving underrepresented groups through the leveraging an online platform.

Eligibility

- Exclusive AWA member benefit.
- Participation as either a mentor or mentee requires current financial membership with AWA. (Professional Members, Nominated Members, Discounted Members, Students and Concession Members. Corporate group packages also available).
- Corporate members may be eligible for registration for additional participants through as special VIP offer. Please contact Carlie Sargent Carlie Sargent CSargent@awa.asn.au

AWA National Mentoring Program Framework

- The AWA mentoring program matches mentors with up to two mentees for a period of 10 months.
- A call for mentors/mentees is issued annually through AWA's communication channels including emails and social media.
- The program commences in February and will run until for approx. 10 months
- Potential Mentors and mentees register their interest through the new AWA National Mentoring Platform: Pushfar.
- Program orientation is provided for mentors and mentees on commencement of the mentoring program and additional support resources are available within the platform.
- Evaluations will occur regularly throughout the program period, and at the conclusion of the program.

Commitment

- Each mentee will only be eligible for one mentor; however, mentors may elect to partner with up to two mentees.
- Mentor-mentee relationships need not be limited by geographical location as it is encouraged to hold sessions virtually through digital platform.
- Mentors and mentees must be available to commit to the program over a 10-month period.
- The suggested commitment is one meeting a month over the 10-month period.

Benefits of Joining the AWA National Mentoring Program

There are benefits for both the mentor and mentee in joining the National Mentoring Program.

- For Mentees:
 - o Access to guidance and industry insights from experienced professionals.
 - Gain a competitive edge by learning from seasoned professionals.
 - Opportunity to broaden your professional network.
 - Structured support to achieve personal and career goals.
- For Mentors:
 - Give back to the industry by supporting the next generation.
 - Enhance leadership and coaching skills.
 - Expand your professional network across Australia
 - o Connect with diverse mentors and fellow mentees, creating lasting relationships.

AWA NATIONAL MENTORING PHASES

The AWA National Mentoring Program is divided into several phases to ensure a structured and smooth experience for participants. Below is a detailed overview of each phase:

1. Mentor Registration Period

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- Registration begins with Mentors only, who complete a registration form on the platform Pushfar, including:
 - Contact information and mentoring preferences
 - Areas of expertise they can offer as a mentor
- Mentors are encouraged to edit and update their profiles after initial registration to add additional details that will help facilitate a better mentoring match.
- AWA aims to establish a diverse pool of mentors from across the country before opening registration to mentees.

2. Mentee Registration Period

- Once a sufficient number and variety of mentors have registered, registration opens to Mentees.
- Mentees complete their profiles on Pushfar by:
 - o Defining the skills, competencies, and professional goals they wish to develop
 - Articulating clear objectives for the program
- Mentees are also encouraged to edit and refine their profiles after registering to provide additional details that can enhance matching success.

3. Matching Process

- Mentee-Led Matching: Once mentees begin registering, mentors will start to see potential matches appear on the platform. However, the process should be mentee-led, meaning mentees are responsible for initiating mentor requests.
- Suggested Matches:
 - Mentees will see up to three matches on their home page and are encouraged to review these for suitability.
 - Mentees review suggested mentor profiles and select a mentor based on their professional goals and preferences. If don't see a suitable match, you can dismiss these in platform and the platform will then suggest new potential matches.
 - Mentees then submit a mentor request through the platform.



- Mentor Approval:
 - Mentors are notified of the mentee's request and must approve the match for the mentoring relationship to be confirmed.
- Encouragement to Update Profiles:
 - Both mentors and mentees are encouraged to edit and refine their profiles once registered in the platform to ensure their goals, expertise, and preferences are up-to-date, supporting better matches.
- Matching Rules:
 - Mentors can mentor up to two mentees simultaneously.
 - Mentees are limited to one mentor for the 10-month program.
- Support: If participants need assistance finding or confirming a match, they can contact the AWA Mentoring Team at membership@awa.asn.au.

4. Platform Access and Orientation

- Participants gain access to the Pushfar platform, the central hub for resources and tools to support their mentoring journey. Key features include:
 - Tools for setting mentoring objectives and tracking progress
 - o Resources to enhance skills and maximise the mentoring experience
- AWA will host an Orientation Webinar to help participants navigate the platform, set expectations, and prepare for a successful mentoring experience.

5. Mentoring Engagement

- The mentoring relationships officially commence after pairings are confirmed.
- Participants are encouraged to hold monthly virtual meetings structured around:
 - Pre-defined objectives and outcomes
 - A customised mentoring plan that outlines goals, activities, and milestones
- Regular meetings will foster personal and professional development, enabling both mentors and mentees to achieve their goals.

6. Ongoing Development and Support

- Throughout the program, participants will have access to:
 - o Continuous tools and learning materials on the Pushfar platform
 - Ongoing support from the AWA National Mentoring Team to resolve issues, gather feedback, and provide guidance

2025 Program Dates

December 2024	Expressions of Interest Open for Mentors
16 th January	Mentor Registration Opens
6 th February	Mentee Registration Opens & Matching Commences
27 th February	Registration and Matching Completed
6 th March	Virtual Launch
February-December 2025	National Mentoring Program

The AWA National Mentoring Platform – Hosted on Pushfar

Hosted on PushFar, a purpose-built mentoring software, The AWA National Mentoring digital platform serves as the central hub for managing your mentoring journey. Participants can register for the program, share their professional expertise or the skills and competencies they wish to develop, schedule mentoring meetings, set and track their goals and even conduct their meetings through the platform. As part of the registration process participants will be sent a unique link for the program. https://www.pushfar.com/

GETTING THE MOST OUT OF YOUR MENTORING RELATIONSHIP

What is Mentoring?

Mentoring is a professional relationship where an experienced mentor supports and guides a less experienced mentee in achieving their career goals. Both parties benefit through shared experiences, professional development, and mutual growth

- A mentor: is a more experienced person who is willing to empower someone less experienced to achieve their goals by sharing knowledge and life experiences.
- A mentee is a less experienced person who is willing to share knowledge and life experiences, learn from others and be empowered to achieve goals and reach their potential.

Mentoring creates purposeful discussion, giving both the mentor and mentee opportunities to share their skills and experiences to facilitate both personal and professional development.

Mentee Responsibilities

- Be proactive and take ownership of your mentoring journey.
- Set clear objectives and communicate them with your mentor.
- Respect your mentor's time by preparing for meetings and following up on action items.
- Use the AWA's National Mentoring Program digital platform.

Mentor Responsibilities

- Offer non-judgmental support and guidance.
- Help your mentee set and achieve realistic goals.
- Maintain confidentiality and foster a trusting relationship

Setting Goals

 Consider using a coaching model to help your mentoring experience. The GROW Model (Goals, Reality, Options, Way Forward) is a model which can help structure discussions and set realistic, achievable goals. You can find more information about this model here <u>The GROW Model of</u> <u>Coaching and Mentoring - A Simple Process for Developing Your People (mindtools.com)</u>

Meeting Guidelines

- 1. Aim for 5 meetings over the course of 10 months.
- 2. Meetings can be virtual or in person, based on location and mutual preference

Conflict Resolution

• Address any issues directly and respectfully. If unresolved, the AWA Mentoring Program team may be able to offer additional support.

AWA NATIONAL MENTORING PROGRAM DIGITAL PLATFORM – 'HOW TO GUIDE'

PushFar is the digital platform that supports the AWA National Mentoring Program. It facilitates the registration process, matches mentors and mentees, and provides tools for managing your mentoring relationship, such as scheduling meetings and tracking progress.

The below 'How to' cards provide step-by-step instructions for the most important features you will need to use through your mentoring journey.

'How to' Register:

Step 1: Follow the unique registration link <u>https://www.pushfar.com/mentor-</u>registration/iKeUZ8LcJK/group/b4d36f8b-5d62-11ef-b49e-0a58a9feac02/

Step 2: Register to access the platform on the platform registration page. (This platform registration form will only be presented to you when you register onto the platform for the first time).

• Enter your name, email, location, career level, job title, your organisation and introduce yourself in a sentence (important, this sentence will help define your matching) and set whether you want to be a Mentor or a Menteee or both.

Registration				(
Step 1 of 2 Your Profile				
First Name:			Last Name	
First Name			Last Name	
Email Address:			New Password: must be at least to characters long	
peter.test@corbel.com.au			New Pasaword	
Company or organisation:			Introduce Yourself in a Sentence:	
What is your career level?				
		*		
Your Hentoring Preference:				
Be Mentored	O Hentor others			
 Be a Mentor and a Mentae 				
I have read and understood PushFar's Term	of Use			
I have read and understood PushFar's Privac	Palicy			

Step 3: **Program Registration Page.** On the Program Registration Page, set your 'Mentoring Profile Preferences'. **Important:** The information from this page helps the algorithm to suggest your best mentoring matches, so it's important to closely consider your responses. Provide details on areas of expertise (mentors) or areas for development (mentees)

For Mentors

- Complete your Mentor preferences (Include your professional experience, and areas where you can offer help and support).
- The system will ask you whether you would prefer a virtual or in-person meetings however given our aim is to support mentees nationally and in regional and remote areas we encourage you to select virtual or both options.
- Save your preferences

Describe your experience and what you'd like to help mentees	with: (minimum length 140 characters)		
Use 3-4 sentences to sell yourself as a prospective mentor, sharing your exper-	ience and key areas you are able to offe	ir support	
Total length: 0 (140 minimum)			
Preferred meeting type:		How many people can you support?:	
Virtual or In Person Meeting	~	1 Person	
Where can you offer help and support?:			
Compliance		Conveyance	
Design		Industrial Water/Trade Waste	
Innovation And Information		Project & Stakeholder Management	
Research & Development		Resource Management	
Stormwater		Structural	
Sustainability		Waste Water Treatment	
Water Treatment	0	Career Development & Advice	
Leadership & Management Skills		Teamwork	
Communications And Networking		Technical Skills	
Stress And Time Management		Negotiation Skills (ie Interviews, Promotions,etc)	

For Mentees:

- Set your preferences, include your development areas, what you're looking for in a mentor, and preferred meeting type. (The system will ask you whether you would prefer a virtual or in-person meetings however given our aim is to support mentees nationally and in regional and remote areas we encourage you to select virtual or both options.
- Save your preferences.

Being Mentored: 2025 AWA National Mentoring Program Describe what you are looking for from a mentor: eminum length to characterd	
Use 3-4 sentences to describe what you are seeking from a mentor, such as their experience, industries and skill	s. A
Total length: 0 (140 minimum)	
Which areas are you looking to develop?:	
Compliance	Conveyance
Design	Industrial Water/Trade Waste
Innovation And Information	Project & Stakeholder Management
Research & Development	Resource Management
Stormwater	Structural
Sustainability	Waste Water Treatment
Water Treatment	Career Development & Advice
Leadership & Management Skills	Teamwork
Communications And Networking	Technical Skills
Stress And Time Management	Negotiation Skills (ie Interviews, Promotions,etc)
Personal Development (ie Achieving A Healthy Work/life Balance	

Step 5. Once you have completed your mentoring preferences click complete registration. This will allow you limited access to the platform until an admin approves your request to join the program.



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Step 6: Once you are accepted into the program via the program administrators. You will receive a welcome email which allows you to login in and start getting familiar with the platform.

	Your mentoring has been approved. You can now login, to start mentoring and networking!
AUSTRALIAN WATER ASSOCIATION	Great, your mentoring has now been approved.
	hello
Dear Pe	eter,
Great no preferer	ews - your mentoring manager has just approved your mentoring nces. You're all set!
You car	now login and find relevant mentoring matches.
	LOGIN NOW >
	© 2024 PushFar Ltd. All rights reserved.
	© 2024 PushFar Ltd. All rights reserved. If you wish to update your email preferences or unsubscribe, please <u>click here</u>

Step 7: Complete your profile: Once you have registered and have been accepted into the program and have access to the platform, it's important that you complete your profile by clicking on the Edit Profile link under your name.



Step 8: Completing your profile will help to ensure you get the best match for you. You can add **specifics such as where you attended tertiary education, additional career experience and a** larger profile in the 'About You' field.

	First Name:		Last Name:		Your City:	
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City Press						Case Pratta
four Career						
Professional Objective:				~		
Form mentoring relation	nhips		People vier	wing your profile will see your r	vertaring preferences here.	
Your Working Status:				View or edit your mentoring	preferences.	
Working Professional -	Employed 🗸					
four Attended University	College	Your Experience				+Add Role
	Save	Tak	munications and Change Consultant nt Ecology			Lat
		1.000 100	nt a bianary			
About You						
I am a Communications	and Change Consultant with more than 20	Organisation Qu	estions			
years' experience in the	industry	What is your car	ser level?			
		Hid Career 11-	20 years	x ~		
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Linkedin	Twitten					
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facebook:	YouTube:					

Matching Process and 'How to' review and accept your matches

The AWA National Mentoring program has been established to be mentee led. Allowing mentees to take control of their mentoring journey and career. The process for reviewing and accepting matches is below:

1: Login to your home page to see your matches.

Once the registration period is complete for both Mentors and Mentees, whenever you log in both Mentors and Mentees will be presented with potential mentoring matches on their home page.

*Note, this is a list of potential matches. You need to review and request matches to form a mentoring relationship. (see below)



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2: View potential matches:

Review your potential matches by clicking the green <u>View</u> button to see a more detailed profile of potential mentors/mentees. You are encouraged to review these profiles thoroughly to make an informed decision about who you would like to request. You will see up to three potential matches. If none of them are suitable then click the <u>Dismiss</u> button and <u>Find More Matches</u> or refresh your browsers to see new potential matches. If you do not receive any additional matches you might need to further update your profile.



3: Request a Match:

Mentees are responsible for requesting a match with their potential mentors. After reviewing potential matches and making a decision on a suitable mentor, mentees should click on the green <u>Request Mentor</u> button to send a request to a potential mentor.

- As part of this, the mentee is prompted to write a short message explaining what they are looking for in the mentoring relationship.
- The mentee should also define the meeting frequency (which should be set to 10 months and flexible meeting frequency). After setting this, they are redirected to their homepage.

AUSTRALIAN WATER university		ŧ	•		,O	۹.	\$	Ø	Ċ
John Doe IT Consultant at Corbel Technologies Edit Profile »	Request Jack Sparrow as your mentor Water Consultant at The Black Pearl Sea Adventures Melbourne, AU	XCa	ncel	Your Go	als (0) Setup track your a	your first g	oal now, d stay on	Add	l Goal
Mentoring Tip Be sure to read our mentoring guidelines here, to ensure you have a clear	Tell Jack what you're looking for: Test Mentee description Test Mentee description Test I Mentee description Test Mentee description	Mentee description Test Mentee description Test		View Com	pleted Goals »	G			
understanding of mentoring.	What mentoring would you like: One-Time Meeting	Long-Term Mentoring							
	Long-term mentoring should be selected if you are confibe a good match. You can then schedule regular meetings to	ident that both you and the individual you are requesting check-in on progress and ultimately succeed longer-term	will n.						
	How long would you like to be mentored for?:	How often would you like to meet/speak?: Flexibly	•						
	Request Jack /	is Your Mentor							



Mentor Notification:

Step 1. Mentor receives a notification: Once a mentee requests a match, the mentor automatically receives an email notification of the request. The mentoring request also appears for the Mentor on their home page on the left-hand side The mentor can review the mentee's profile and request more details.



Step 2. Accept or reject the request:

The Mentor decides to either accept or reject the Mentee's request. The decision can be made directly from their PushFar homepage.

*Note: mentoring requests automatically expire if they go unanswered for 9 days. During this time, we will send the requested individual an initial notification and two reminder communications about this. If a request expires, the individual who made the request will then be notified and can request someone else accordingly

Step 3. Match established:

Once the Mentor accepts a request, the mentoring relationship is established. Both mentor and mentee can now schedule meetings and communicate via the platform's messaging system. Below is the Home Page view for a Mentee once a mentoring relationship is established. Mentors will appear under My Mentor.



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John Doe IT Consultant at Corbel Technologies Edit Profile »	★ It's time to book you Congratulations! You are now in with them now, to explore the re Schedde Meeting Dismiss	r first mentoring meeting a mentoring relationship with Jane Sargent. Schedule your first meeting lationship and set the expectations.	
Find More Matches	My Mentor	~	
	Active Since: 11 Dec 2024	Total Meetings: O Meetings Scheduled	
	Due End Date: 11 Sep 2025	Next Meeting: Due - Schedule Now	
	Your Video Call URL: http: You can use this link at any time to:	s://meet.pushfar.com/room/MjA2ODA3LTIwNjgwNio3MTkoNQ==/ start an instant meeting with Jane.	
	View Details » Schedule Me	eting »	

Step 4. Begin Mentoring Relationship:

With the match confirmed, both parties are free to schedule meetings and communicate through the platform to start their mentoring journey.

'How to' set Meetings in Pushfar

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Step 1: Update Settings (for your first meeting only)

- First you will need to update your Settings via the Settings tab on the Navigation Bar.
- Set up your privacy, video, notifications and time zone settings
- Ensure you press save for each setting.

		🔶 🖂 🛔 🗠	🕈 🔹 🛇	
Change Your Email Address				
Current Password		Zoom® Video Calling Other Video Calling		
		When selecting from your type of meeting, you can choose from "Zoom [®] , if you have an existing Zoom account. Simply enter your	personal Zoom [®] meeting	g URL
New Email Address		below and this will auto-populate in the meeting invitation.		
csargent@owa.asn.au		Insert Your Personal Zoom® URL: https://awa-asn.zoom.us/launch/chat?src=directchat.linkSemail=CSaroentiaawa.asn.au		
Options My Loose		Sine Video Settings		
2-Factor Authentication				
When enabled 2-factor authentication requires vo	u to enter a code sent to	Email Notifications Push Notifications		
your registered email, in order to successfully logi	n. Before enabling 2-factor	Mentoring Requests:	Yes	0
authentication, please ensure you have the correct some cases. 2-factor authentication is enforced by	t email address set up. In comanisations	Mentoring Updates & Reminders:	💌 Yes	0
Do you wish to enable 3-factor authentication	n organisations.	New Private Messages:	🖲 Yes	0
OYes ●No		Replies to Your Threads:	💌 Yes	C
Update 2 Factor Authentics	tion (Goal Updates & Reminders:	• Yes	0
		Event Invitations & Recommendations:	• Yes	0
Official Organization		Account & Profile Updates:	• Yes	0
omcai organisation		Weekly Activity Updates:	• Yes	0
You are part of Australian Water Association's fe If you wish to leave, please contact your program	ormal mentoring programme. ne manager.	PushFar News & Features:	🖲 Yes	0
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Blocked Users (0)				
csargent@awa.asn.au	Q	Default Timezone		
		Set your default timezone which will be preselected in forms where timezone is required	ie x	e

Step 2: Schedule Meeting

- Navigate to home screen to see your Mentor or Mentees profiles.
- Select the 'Schedule a Meeting' option at the bottom of Mentor/Mentee profiles.

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Norm.		
Carlie Sargent Program Key Salecholder at Australian Water Association Edit Profile •		Vour Geals 11 Add Gea Testing of the platform Second of the platform • Instruct all him • Instruct all
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Find Here Hatches.	Amanda Judge is your mentor	Hentoring Tip
	Active Since is (ar 2025 Total Heelings: O Meetings Schedulet Due End Date: Is O Ct 2025 Not Neeting: Due -Schedulet Now	Be sure to read our mentoring guidelines here, to ensure you have a clear understanding of mentoring.
	Your Video CRI UBL: https://meet.put/fix.com/higo/fike/CRI.TEHEnOScipHoLSMA=/ Tex-can are the life.it. any time to start an instant meeting with formatis from Smaller from Smaller from Smaller	AUSTRALIAN
	Connection Recommendations Search	ASSOCIATION
	Amanda Judge Communication and Onlings Consultance at Takine Linder Sectore, AU	



Step 3: Schedule Meeting Details

- Scroll down to the 'Your Next Meeting' box. Set the meeting details including date, time, and time zone for your meeting. *Note you need to set the time zone in the settings tab or otherwise it will default back.
- Specify the meeting duration and add any agenda or notes.

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19	ana 🕞 Transfering Relativity (0) Arrents										
1	Carlie Sargent	Your Hentoring Relationship With Amanda				Your Gor	els tri			A	dd Go
l	Program Key Stakeholder at Australian Water Association Edit Profile •	Amanda Judge is your mentor Communications and Dange Consultant at Trient Ecology			a)	Ter	ting of the ing of the pla schedule - the Neetlan - the Neetlan - the	platform Ram			
	Amanda Judge					Ves Carry	planad Goula				
	You are currently viewing the details of your mentoring relationship with Amanda	Heritaring Since: to January 2025 Goals Set: D Goals Set	Hestoring End Date: 14 October 2005 Goals Completed: 0 Goals Completed			Thread	Madia Film				
		O Your Video Call URL: https://meet.pushlac.com/rd	soni/MjAcM2YoLTE2M21105c3M2E5MA++/			_	riesna ries				
	Tool Name Handrey Manhon	You can use this link at any time to start an instant meeting wh	h Amanda					Obert	194		
		What are you working on with Amanda this month?	h								
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Step 4: Select a Platform

• Choose PushFar's built-in Video calling, or Integrate with Microsoft Teams or Zoom. (to host your meetings via Zoom or Teams, please follow the instructions below).

• We recommend using the Pushfar meeting functionality to best track the progress of your mentoring relationship.

Schedule A Meeting			G
Select Meeting Timezone:			
Australia/Brisbane			* *
Meeting Duration:	Meetin	д Туре:	
1 Hour	Video	o Call (PushFar)	
Date:	Time (I	n Brisbane):	
2025-01-15	10:0	• •	
Meeting Notes/Agenda:			
Setting up our first Mentoring Meeting.			

Step 5: Send the Request

- Click 'Send Request' to notify your mentoring partner.
- They will receive an email and in-platform notification to accept or propose a new time.
- The meeting will show as pending until it's accepted.



Step 6: Confirm the Meeting

- The meeting request will be sent via email and notified in the platform. Click through the email which will take you to the Pushfar platform to accept the invite.
- Once you or your partner accepts, you'll receive a confirmation email with a calendar link.
- You can add to google, Ical or Outlook.
- The meeting will now show as confirmed for both.

Amanaa saage	nas accepted your meeting request, nearest the meeting details and doubt to your calendar.
	Amanda has accepted your meeting request.
Dear Carlie ,	
Amanda has jus found below. Yo	t accepted your mentoring meeting request, details of which can be u can now add it to your calendar.
	Meeting Confirmed: Amanda Judge ③15 January 2025 - 10:00 (Australia/Brisbane) ♥ Seaforth, Australia Video Call - <u>https://meet.pushfar.com/room/MTYzMiU5LTIwNDM2NC03MzE5MA==/</u>
Add To Goog Add To iCa	Le Calendar > Add To Outlook Calendar >

Step 7: Prepare and Conduct the Meeting

• Review the agenda and ensure you're ready to make the most of your time together.



'How to' use Zoom meetings with Pushfar

- 1. Create a Zoom Meeting:
 - Schedule a new Zoom meeting for your mentoring session as you normally would.
 - This Zoom meeting link will essentially be shared with the Mentee\Mentor via the PushFar platform.

Thursday November 14, 4:30 - 5:00 PM (************************************	4:20 PM Thursday, November 14
Start 🔗 Chat View Meeting Info	Respond to events, see other's availability and more by connecting your calendar Today ✓ C C
Thereitane	In 10 min 4:30 - 5:00 PM
beschpuon -	Host: Peter Byrne
Join Zoom Meeting https://us04web.zoom.us/j/78972033514?pwd=LgznaWU90A CeEhZV1bax/JPXvLVVL1	
Meeting ID: 789 7203 3514 Passcode: 2PmK9C	Open Recordings >
Onen full detaile	

- 2. Access PushFar:
 - Log into the PushFar platform and click the **Schedule a Meeting** button.

Schedule A Meeting	•
Select Meeting Timezone:	
Australia/Sydney	× •
Meeting Duration:	Meeting Type:
1 Hour 🗸	Video Call (PushFar)
Date:	Face To Face
YYYY-MM-DD	Phone Call
Meeting Notes/Agenda:	Video Call (PushFar)
Meeting agenda and notes - what would you like to discuss?	Video Call (Other e.g. Teams)
	Video Call Zoom®
	Send Request
Log Past Meeting	0
<u>.</u>	<u>u</u>
	-



3. Select Meeting Type:

• Choose the meeting type Video Call (Zoom).

		0
Select Meeting Timezone:		
Australia/Sydney		× v
Meeting Duration:	Meeting Type:	
1 Hour	Video Call (PushFar)	~
Date:	Face To Face	
YYYY-MM-DD	Phone Call	
Meeting Notes/Agenda:	Video Call (Pushiar)	
Meeting agenda and notes - what wou	Id you like to discuss? Video Call (Other e.g. Teams)	
	Video Call Zoom®	
		Send Request
Log Past Meeting		0
		U
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4. Add Zoom Meeting URL:

- Copy the Zoom meeting link from your scheduled Zoom meeting.
- Paste the link into the **PushFar Meeting URL** field.

Your Next Meeting	1	
Schedule A Meeting	O	
Select Meeting Timezone:		
Australia/Sydney	× ×	
Meeting Duration: Meeting Type:		
1 Hour Video Call Zoom®	~	
Date: Time (In Sydney):		
2024-11-14 🔲 1550 ¥		
Heeting URL (optional):		_
https://us0.eweb.zoom.us/j/76070719978?pwd=J8ynrrmYa6wUw6OwcK17W28Y6ccizL1		
Meeting Notes/Agenda:		/
TEST Meeting		
	11	
	Send Request	
Log Past Meeting	0	
-1-1-		



- 5. Fill in Meeting Details:
 - Complete the rest of the meeting details, such as the date, time, and agenda.

6. Send Meeting Request:

- o Click Send Request.
- The meeting will appear as **Pending** until it is accepted by the mentor or mentee.

Date: 14 November 2024 at 4:30 (Australia/Sydney)	pm Type: Video Call Zoom	Duration: 1 Hour	
Location:			
https://us04web.zoom.us/j/7897	2033514?pwd=LqznaWU90ACeEhZN	YabxyIPIXyLYV].1	
Meeting Notes/Agenda:			

7. Accept the Meeting:

• If required, click the **Accept Meeting** button to confirm.

8. Confirmation:

- Once accepted, the meeting status will update to **Confirmed** with a green tick.
- The Zoom link can now be used to open the meeting.

14 November 2024			 Confirmed
Date: 14 November 2024 at 3:50pm (Australia/Sydney)	Type: Video Call Zoom	Duration: 1 Hour	
Meeting URL: 20 https://us04web.zoom.us/j/76070	0719918?pwd=J8ynrrmYa6wUw6C	DwcK17W28Y6ccizL.1	
Meeting Notes/Agenda: TEST Meeting			
Cancel Meeting 🔛 Add to cal	endar		



9. Add to Calendar:

- Download the calendar invitation (compatible with Outlook, Google Calendar, or iCal).
- Open the file and accept the invite to update your calendar.

Pet Dat Typ	ADD TO GOOGLE CALENDAR	ADD TO OUTLOOK CALENDAR	ADD TO ICAL	Confirmed
Dur ஹ Mec	ى دىنى ئىتىنى	Cancel		



'How to' Set Mentoring Goals in PushFar

- **Step 1**: From the homepage, locate the "Goals" section.
- Step 2: Click on "+ Add" to create a new goal.

		\sim
AUSTRALIAN WATER	<u>+</u> 5	2 🖂 🔎 🌲 🌾 🖑
Home		
Amanda Judge Communications and Change Comsubant at Al Communications Edit Profiles Preferences Search	₽-∰-₽	Your Geals (c) Add Geal Setup your first goal now, teach your ambition and stay on top.
Mentoring Tip	i nank you - your mencoring details are being reviewed.	View Completed Goals -
Try to arrange meetings with your mentors and mentoes anoth to keep track of your progress effectively.	It looks like your organisation's setup a manual review of mentioning details before we can suggest the best matches. As soon as your mentioning details have been approved, you'll be able to view your matches	AUSTRALIAN WATER
		ASSOCIATION

Step 3: Set goal details

- Set goal details
- Choose whether to make the goal visible to your Mentor (Mentees are encouraged to share their goals with their Mentor)

YOUR LOGO 😳		† 1		₽ <u>~</u> (₽ ₽ ≠
Ed Johnson Associate Director Edit Profile »	It's time to schedule your next i It looks like you are due to have another meetin been 31 days since you last had a meeting toge	meeting ng with your mentee. Mo. It has ther. Click the button below to	ð	Your Goals Prepare D&I Ag () Torrezrow	Add Goal genda Outline Mertor Goal I Cot
Sent Mentoring Requests	O Add A Goal		×	Review Interna	I Job Opportunities Private Goal 🕜 Edit
You have requested Will to be your	Goal Title: Eg. Practice Presentation Skills			Re-Write Linke	din Profile O Mentor Goal 🖌 Edit
mentor. They have the been notified and can review and respond to your request.	Deadline: 27/04/2021 18:30	Recurring?: No - Don't Repeat	~	Attend a Netw 30 Apr 2022	orking Event Private Goal 🖌 Edit
View Profile Cancel Request	Visibility: O Just Me O My Mentor & Me	Ad	d Goal	Mentoring Tip	
	View Details - Schedule Heeting -			Try to arrange mentors and a month to kee progress effect	meetings with your mentees once a p track of your tively.
	Questions & Conversations		Explore -		
	Mentoring an Intern?	Reverse Mentoring Object	tives		

Step 4: Save your goal

• Track the goal's completion by marking it as done when appropriate.



Navigating the Pushfar system

PushFar's platform is designed to streamline the mentoring process and allow you to manage your mentoring relationships and career progression effectively. The main aspects and elements of our platform to note include the navigation bar (located on the top of the screen on desktop and at the bottom of the screen on mobile) and the side menu on mobile.



Home: This is where you can view your mentoring relationships, see any upcoming mentoring meetings and view updates about your career progression process. Your profile: This is where you can see details that others will see about you, such as your current and previous roles.



Inbox: This is where you can view messaging threads between other members on the platform, including your mentors and mentees.



Your reports: The reports page provide you with insights into how proactive you are being in your career progression and mentoring activities.



Notifications: Your notifications page is where you can view updates relating to mentoring requests, mentoring meetings and updates to conversations.

Resources: This page may not always be visible. It is defined by your organisation. If visible and enabled, you can access guidelines and mentoring resources here.



Settings: The settings page is where you can update your preferences around privacy, notifications and account controls. Logout: To log out of your account, simply click on the logout icon. PushFar is also available on both iOS and Android.



 \mathcal{O} Search. This button allows you to search the site for people and resources

'How to' Navigate PushFar Resources

- Step 1: Go to the "Resources" tab on the navigation bar.
- Step 2: Browse available materials
 - Review guides, video tutorials, and other learning materials.
- Step 3: Access webinars and Q&A threads for additional support.



Pushfar Resources

The Pushfar National Mentoring Platform has a wide range of resources to participants navigate the system.



Online User Guides	
These online guides include step-by-step	User Guides - Knowledge Base (pushfar.com)
instructions on utilising the many features	Our Resources · PushFar Mentoring Resources, Guides
of the PushFar platform	and Support
Resources in the PushFar platform	🔺 • 🖂 O 🔑 + O (h)
Resources are available to participants	
through the platform. Simply click on the	Resources
Resources icon in the top menu (this is a	
light globe) to view the list of resources.	
Online User Video Tutorials	
Short video tutorials on key user features	<u>User Tutorials - Knowledge Base (pushfar.com)</u>
are available here.	
User Tutorials	
User Tutorials - How to schedule a meeting	<u>User Tutorials - How to update your email address.</u>
User Tutorials - How to update your profile	User Tutorials - How to manage notifications
User Tutorials - How to update your profile	User Tutorials - How to change your password within
picture	the platform
	User Tutorials - How to add a Goal

NATIONAL MENTORING PROGRAM

<u>User Tutorials - How to search for a</u> <u>mentor/mentee</u>	User Tutorials - How to update your preferences
<u>User Tutorials - Platform Demo</u>	
User FAQs	FAQ and Support - Knowledge Base (pushfar.com)

If you have any more questions or need help, please contact the AWA National Mentoring Program team at: <u>mentoring@awa.asn.au</u>