

**AUSTRALIAN
WATER**

ASSOCIATION

**National Mentoring
Program
Participant Guide**



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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:**
 - 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
 - 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

- 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:
 - 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.
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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.
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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
 - 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:
 - 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 [The GROW Model of Coaching and Mentoring - A Simple Process for Developing Your People \(mindtools.com\)](https://www.mindtools.com/pages/newbystrm/growmodel.html)

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 <https://www.pushfar.com/mentor-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 Mentee or both.

The screenshot shows the 'Registration' page on the PushFar platform. The page title is 'Registration' and the sub-header is 'Step 1 of 2: Your Profile'. The form is divided into several sections:

- First Name:** A text input field with the placeholder 'First Name'.
- Last Name:** A text input field with the placeholder 'Last Name'.
- Email Address:** A text input field containing 'peter.test@corbel.com.au'.
- New Password:** A text input field with a note: 'New Password: must be at least 10 characters long'.
- Company or organisation:** A dropdown menu.
- Introduce Yourself in a Sentence:** A text input field.
- What is your career level?:** A dropdown menu.
- Your Mentoring Preference:** Three radio button options: 'Be Mentored' (selected), 'Mentor others', and 'Be a Mentor and a Mentee'.
- Terms and Conditions:** Two checkboxes: 'I have read and understood PushFar's Terms of Use' and 'I have read and understood PushFar's Privacy Policy'.

A 'Next Step >' button is located at the bottom right of the form.

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

Mentor Someone: 2025 AWA National Mentoring Program

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 experience and key areas you are able to offer support

Total length: 0 /140 minimum

Preferred meeting type: Virtual or In Person Meeting **How many people can you support?:** 1 Person

Where can you offer help and support?:

<input type="checkbox"/> Compliance	<input type="checkbox"/> Conveyance
<input type="checkbox"/> Design	<input type="checkbox"/> Industrial Water/Trade Waste
<input type="checkbox"/> Innovation And Information	<input type="checkbox"/> Project & Stakeholder Management
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Resource Management
<input type="checkbox"/> Stormwater	<input type="checkbox"/> Structural
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Waste Water Treatment
<input type="checkbox"/> Water Treatment	<input type="checkbox"/> Career Development & Advice
<input type="checkbox"/> Leadership & Management Skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Communications And Networking	<input type="checkbox"/> Technical Skills
<input type="checkbox"/> Stress And Time Management	<input type="checkbox"/> Negotiation Skills (ie Interviews, Promotions,etc)
<input type="checkbox"/> Personal Development (ie Achieving A Healthy Work/life Balance)	

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.

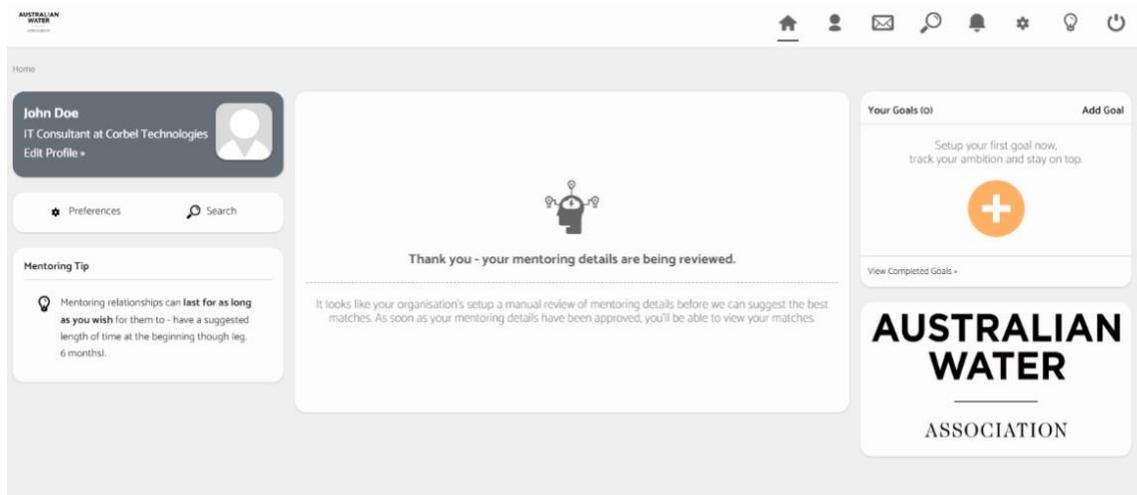
Being Mentored: 2025 AWA National Mentoring Program
 Describe what you are looking for from a mentor: (minimum length 140 characters)
 Use 3-4 sentences to describe what you are seeking from a mentor, such as their experience, industries and skills.

Total length: 0 (140 minimum)

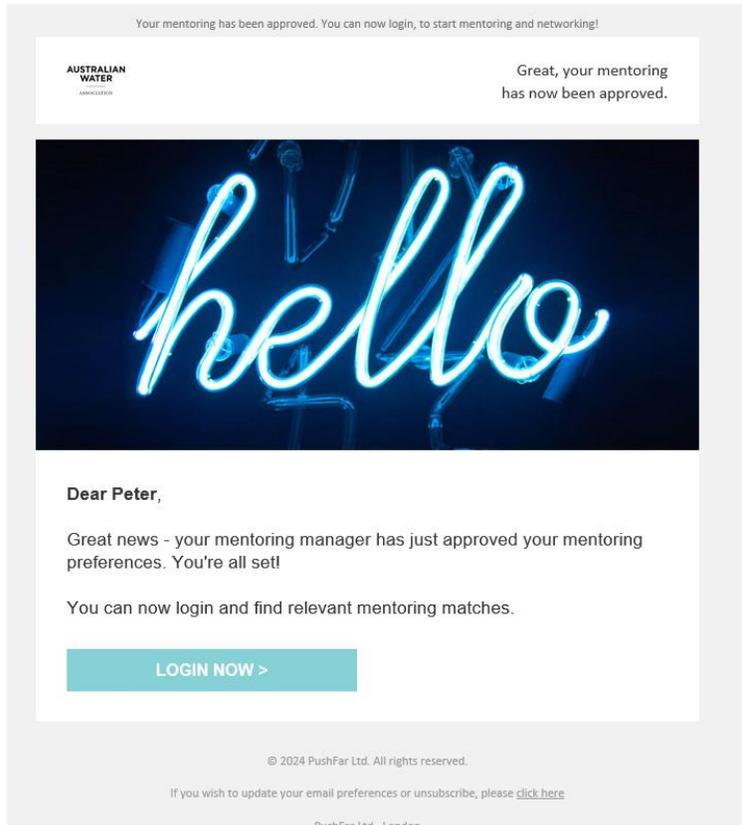
Which areas are you looking to develop?:

<input type="checkbox"/> Compliance	<input type="checkbox"/> Conveyance
<input type="checkbox"/> Design	<input type="checkbox"/> Industrial Water/Trade Waste
<input type="checkbox"/> Innovation And Information	<input type="checkbox"/> Project & Stakeholder Management
<input type="checkbox"/> Research & Development	<input type="checkbox"/> Resource Management
<input type="checkbox"/> Stormwater	<input type="checkbox"/> Structural
<input type="checkbox"/> Sustainability	<input type="checkbox"/> Waste Water Treatment
<input type="checkbox"/> Water Treatment	<input type="checkbox"/> Career Development & Advice
<input type="checkbox"/> Leadership & Management Skills	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Communications And Networking	<input type="checkbox"/> Technical Skills
<input type="checkbox"/> Stress And Time Management	<input type="checkbox"/> Negotiation Skills (ie Interviews, Promotions,etc)
<input type="checkbox"/> 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.



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



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.

The screenshot shows a profile completion form for the AWA National Mentoring Program. The form is divided into several sections:

- Personal Information:** Fields for First Name (Amanda), Last Name (Lodge), and Your City (Seaburn, AU).
- Professional Information:** Fields for Job Title (Communications and Change Consultant), Company (Talent Ecology), and Your Industry (Nonprofit Organization Management).
- Your Career:** A section for Professional Objective, Your Working Status (Employed), and Your Attended University/Collage.
- About You:** A large text area for a bio, with a note that it is for Communications and Change Consultants with more than 20 years' experience. It also includes fields for LinkedIn, Facebook, and YouTube profile URLs.
- Your Experience:** A section to add work experience, currently showing 'Communications and Change Consultant' at 'Talent Ecology'.
- Organization Questions:** A section for 'What is your career goal?' and 'How long in your career?'.

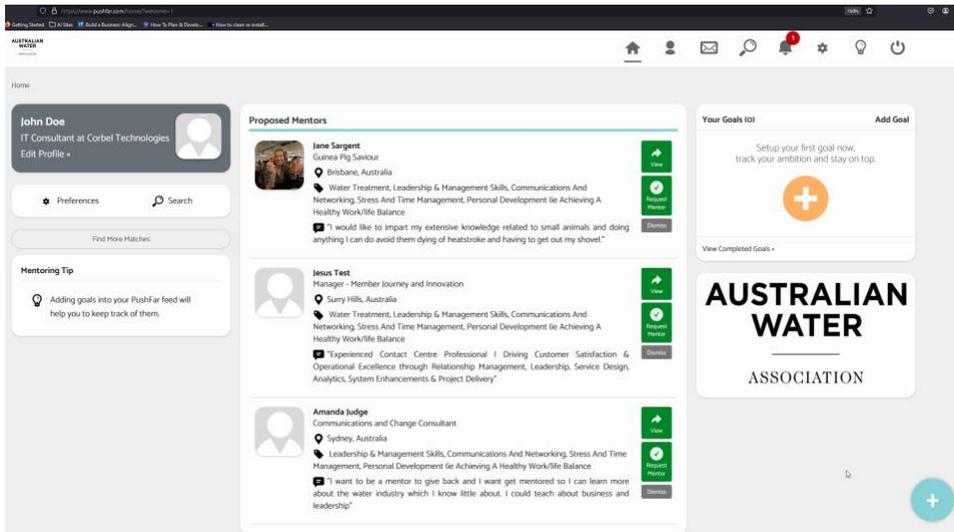
Matching Process and ‘How to’ review and accept your matches

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.

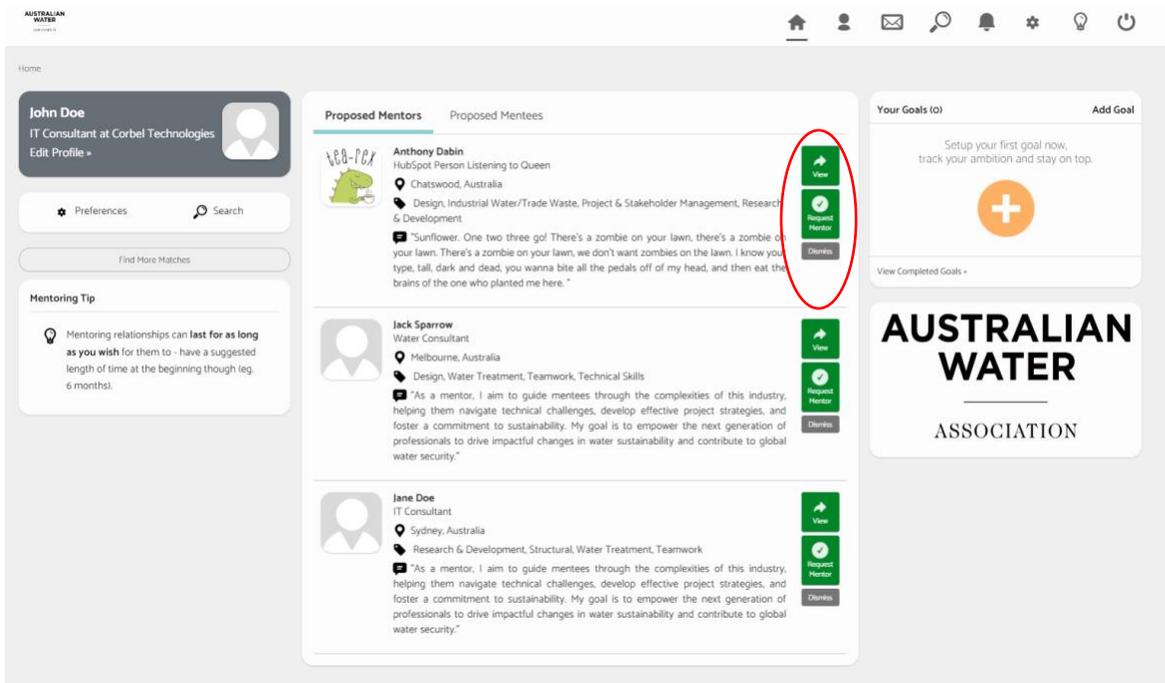
Once the registration period is complete for both Mentors and Mentees, whenever you log in both Mentors and Mentees will be presented with potential mentoring matches on their home page.

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



2: View potential matches:

Review your potential matches by clicking the green View 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 Dismiss button and Find More Matches 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:

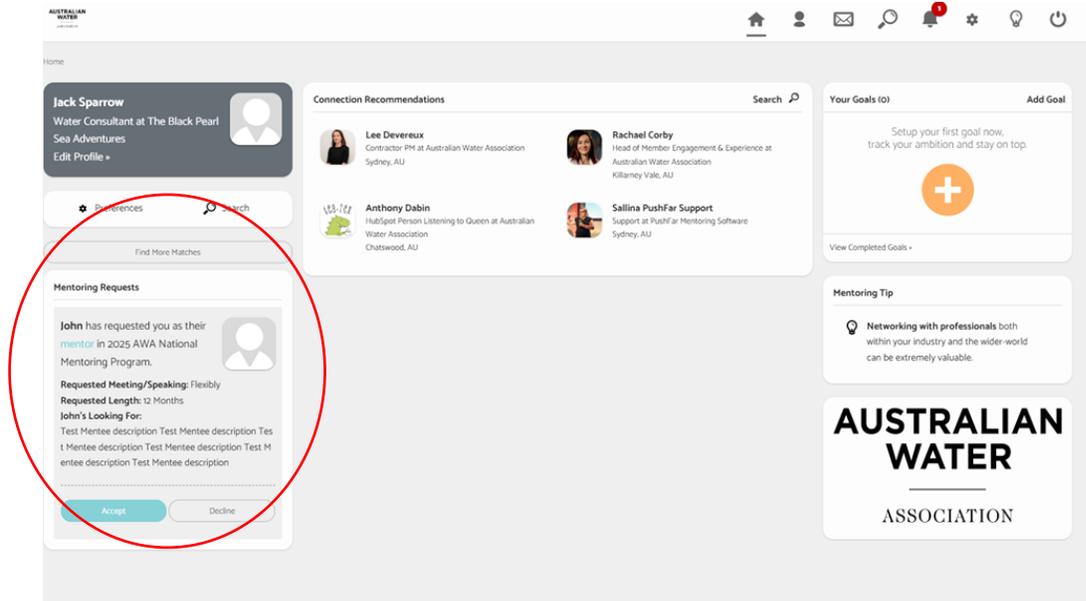
Mentees are responsible for requesting a match with their potential mentors. After reviewing potential matches and making a decision on a suitable mentor, mentees should click on the green [Request Mentor](#) button to send a request to a potential mentor.

- 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.

The screenshot displays the 'Request a Match' interface. On the left, a user profile for 'John Doe' (IT Consultant at Corbel Technologies) is visible. The main area is titled 'Request Jack Sparrow as your mentor' (Water Consultant at The Black Pearl Sea Adventures, Melbourne, AU). Below this, there is a text input field for 'Tell Jack what you're looking for:'. Underneath, two radio buttons are shown: 'One-Time Meeting' and 'Long-Term Mentoring' (which is selected). A note explains that 'Long-term mentoring' is for confident matches with regular meetings. At the bottom, there are two dropdown menus: 'How long would you like to be mentored for?' (set to '12 Months') and 'How often would you like to meet/speak?' (set to 'Flexibly'). A large green button at the bottom is labeled 'Request Jack As Your Mentor'. On the right side, there is a 'Your Goals' section with an 'Add Goal' button and a '+ ' icon.

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.



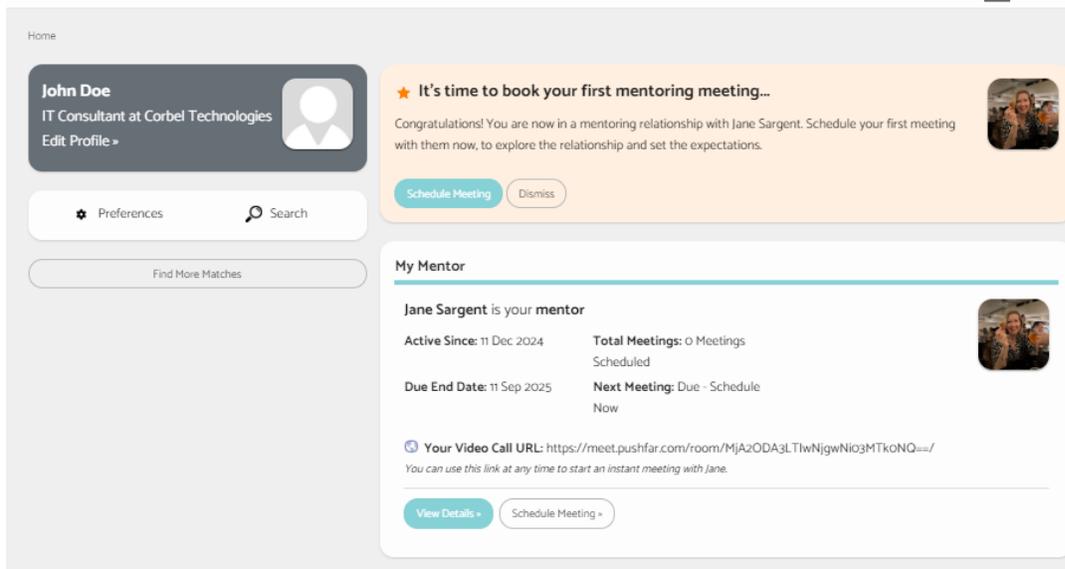
Step 2. Accept or reject the request:

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.



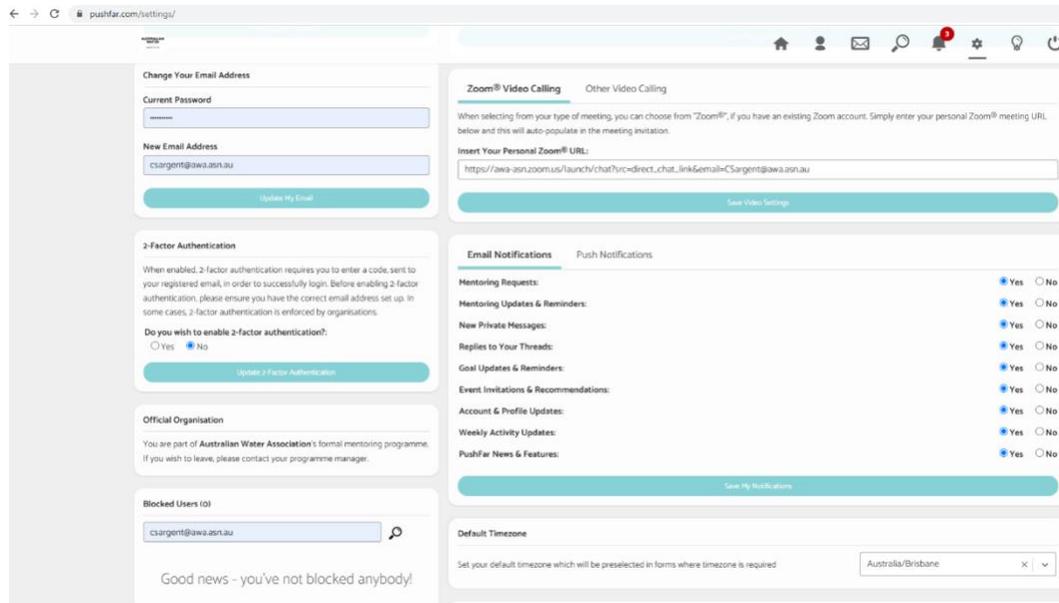
Step 4. Begin Mentoring Relationship:

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

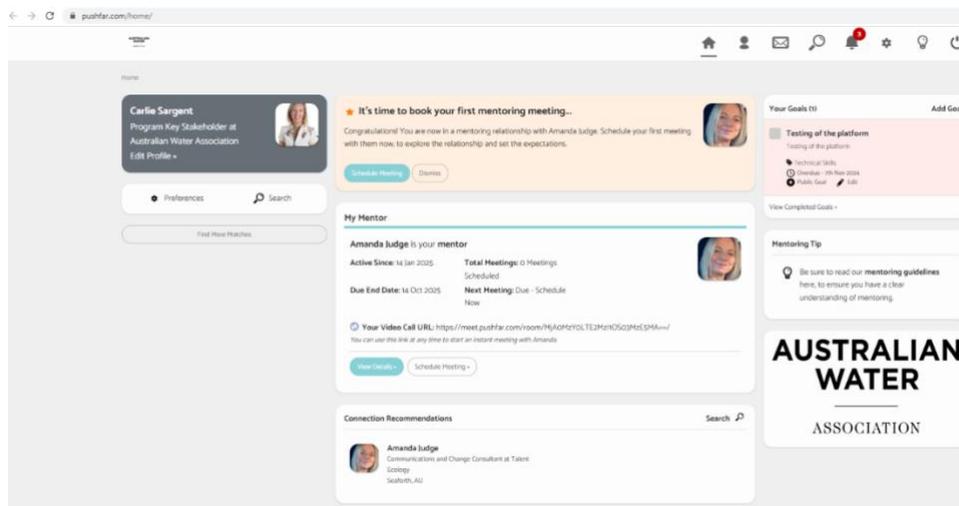
Step 1: Update Settings (for your first meeting only)

- 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.



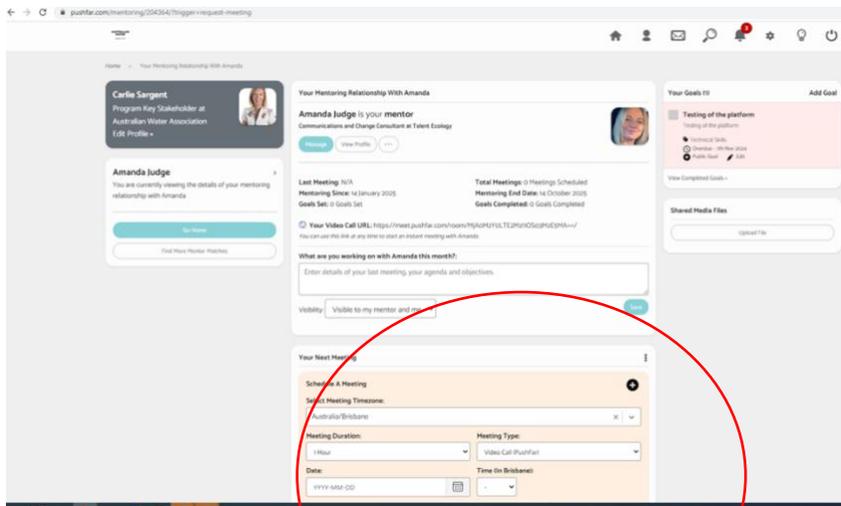
Step 2: Schedule Meeting

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



Step 3: Schedule Meeting Details

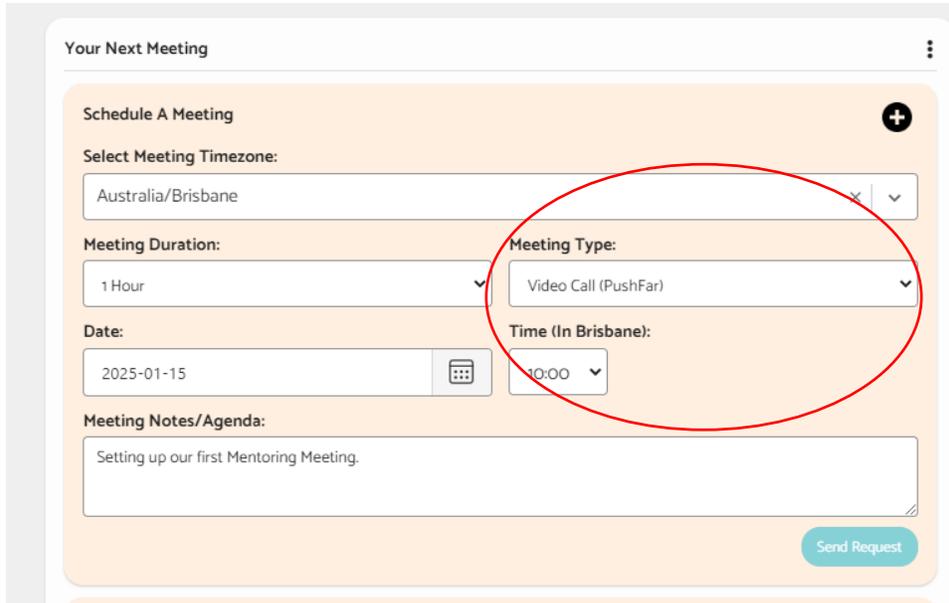
- Scroll down to the 'Your Next Meeting' box. Set the meeting details including date, time, and time zone for your meeting. *Note you need to set the time zone in the settings tab or otherwise it will default back.
- Specify the meeting duration and add any agenda or notes.



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).

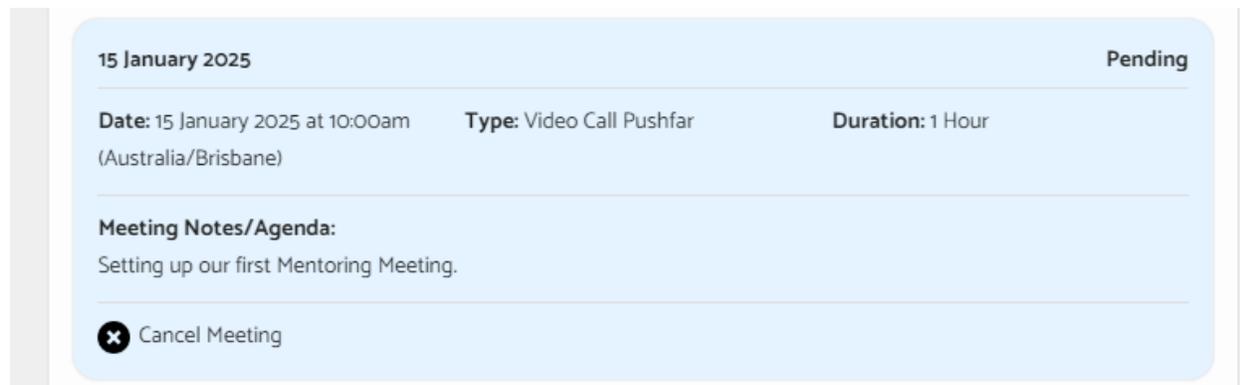
- We recommend using the Pushfar meeting functionality to best track the progress of your mentoring relationship.



The screenshot shows a form titled "Your Next Meeting" with a "Schedule A Meeting" button. The form includes several fields: "Select Meeting Timezone" (Australia/Brisbane), "Meeting Duration" (1 Hour), "Date" (2025-01-15), "Meeting Type" (Video Call (PushFar)), and "Time (In Brisbane)" (10:00). A red circle highlights the "Meeting Type" and "Time (In Brisbane)" fields. Below these fields is a "Meeting Notes/Agenda" text area containing "Setting up our first Mentoring Meeting." and a "Send Request" button.

Step 5: Send the Request

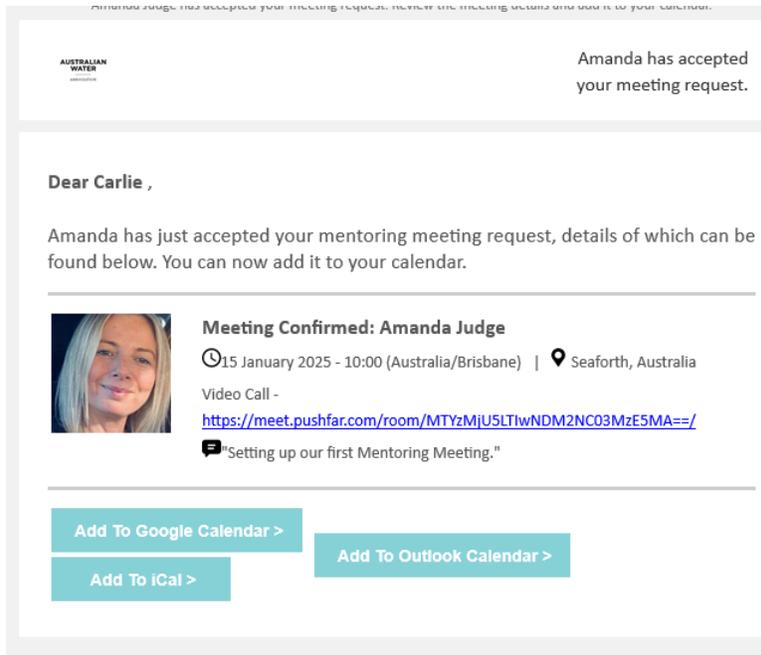
- Click 'Send Request' to notify your mentoring partner.
- They will receive an email and in-platform notification to accept or propose a new time.
- The meeting will show as pending until it's accepted.



The screenshot shows a meeting card for "15 January 2025" with a "Pending" status. The card displays the following details: "Date: 15 January 2025 at 10:00am (Australia/Brisbane)", "Type: Video Call Pushfar", and "Duration: 1 Hour". Below the details is a "Meeting Notes/Agenda" section with the text "Setting up our first Mentoring Meeting." and a "Cancel Meeting" button with a close icon.

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.



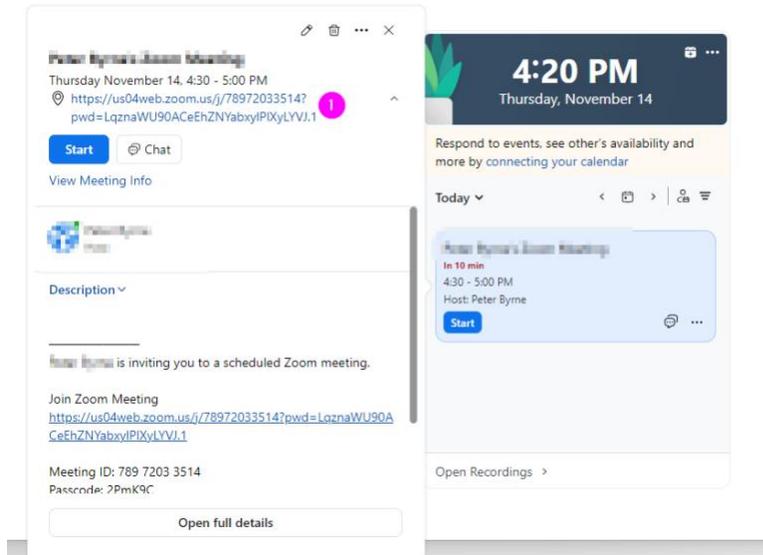
Step 7: Prepare and Conduct the Meeting

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

'How to' use Zoom meetings with Pushfar

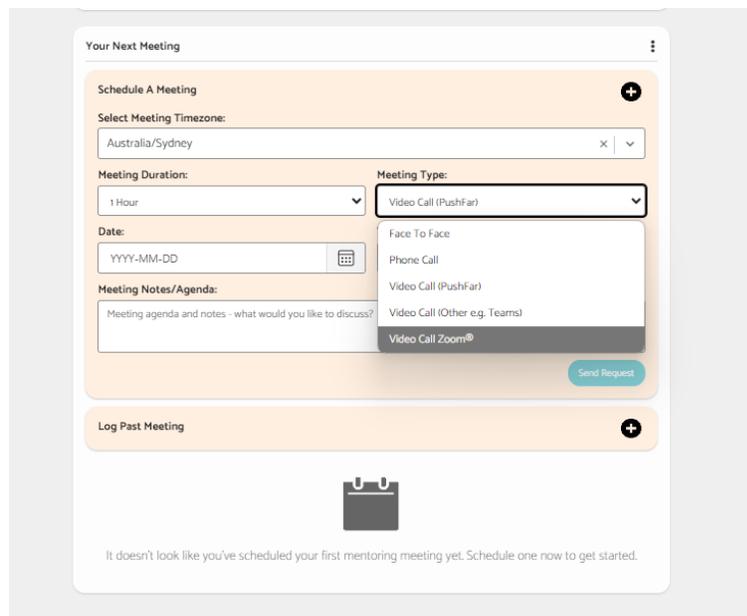
1. Create a Zoom Meeting:

- 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.



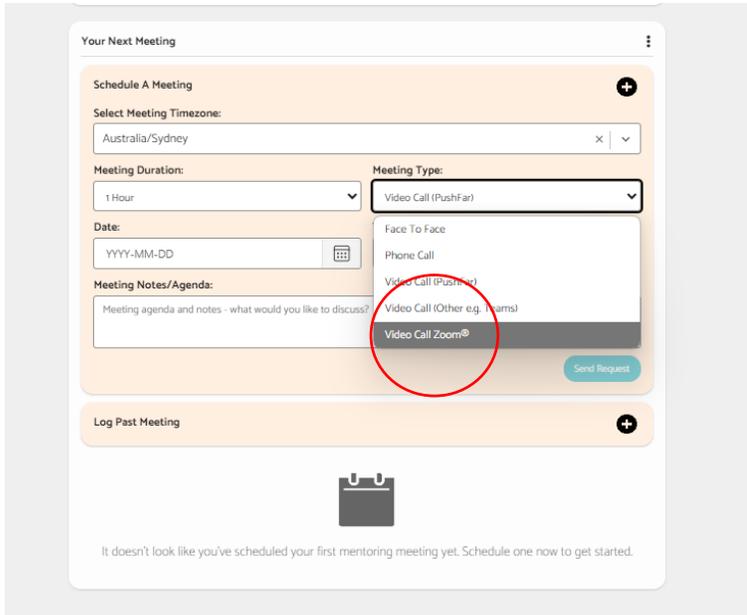
2. Access PushFar:

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



3. Select Meeting Type:

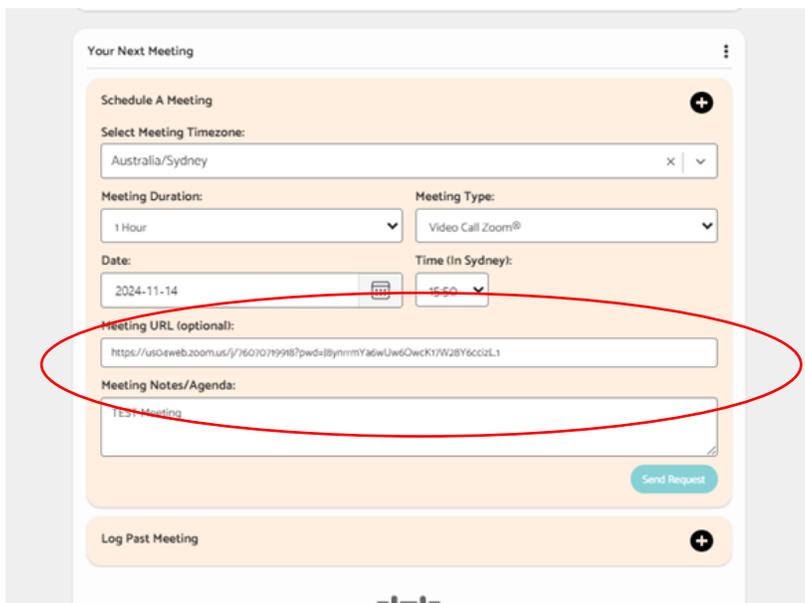
- Choose the meeting type Video Call (Zoom).



The screenshot shows the 'Your Next Meeting' form. The 'Meeting Type' dropdown menu is open, and 'Video Call Zoom®' is selected and circled in red. Other options visible include 'Face To Face', 'Phone Call', 'Video Call (PushFar)', and 'Video Call (Other e.g. Teams)'. The 'Send Request' button is visible at the bottom right of the form.

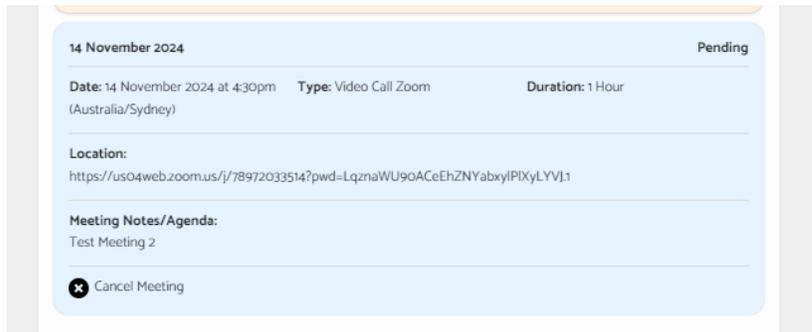
4. Add Zoom Meeting URL:

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

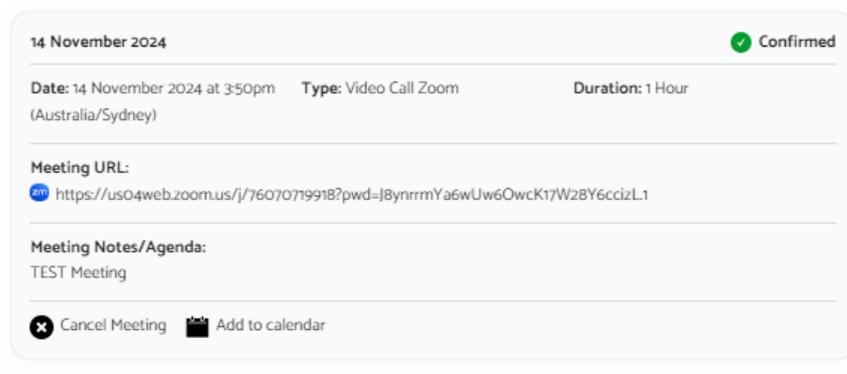


The screenshot shows the 'Your Next Meeting' form with the 'Meeting URL (optional)' field filled with a Zoom link: <https://us04web.zoom.us/j/7607079998?pwd=IjYnNmY6dUw6OwckY1W2BjY6ccizL1>. The field is circled in red. The 'Meeting Notes/Agenda' field contains the text 'TEST Meeting'. The 'Send Request' button is visible at the bottom right of the form.

5. **Fill in Meeting Details:**
 - Complete the rest of the meeting details, such as the date, time, and agenda.
6. **Send Meeting Request:**
 - Click **Send Request**.
 - The meeting will appear as **Pending** until it is accepted by the mentor or mentee.

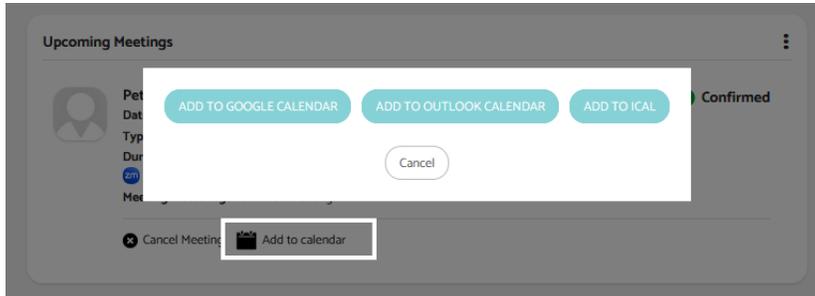


7. **Accept the Meeting:**
 - If required, click the **Accept Meeting** button to confirm.
8. **Confirmation:**
 - Once accepted, the meeting status will update to **Confirmed** with a green tick.
 - The Zoom link can now be used to open the meeting.



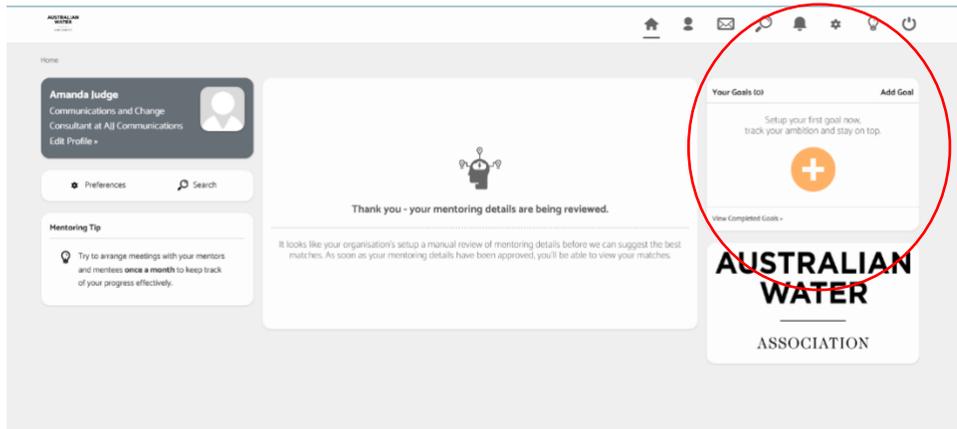
9. **Add to Calendar:**

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



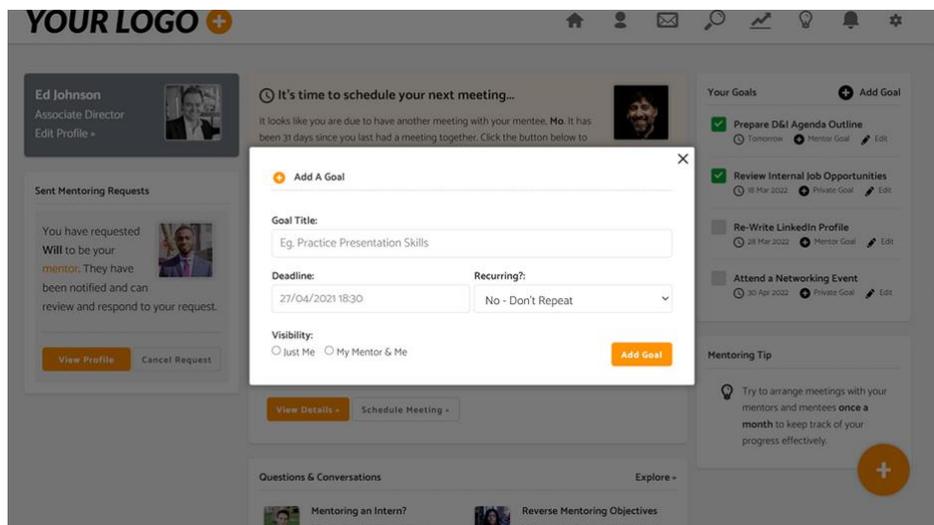
'How to' Set Mentoring Goals in PushFar

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



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)



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.



Logout: To log out of your account, simply click on the logout icon



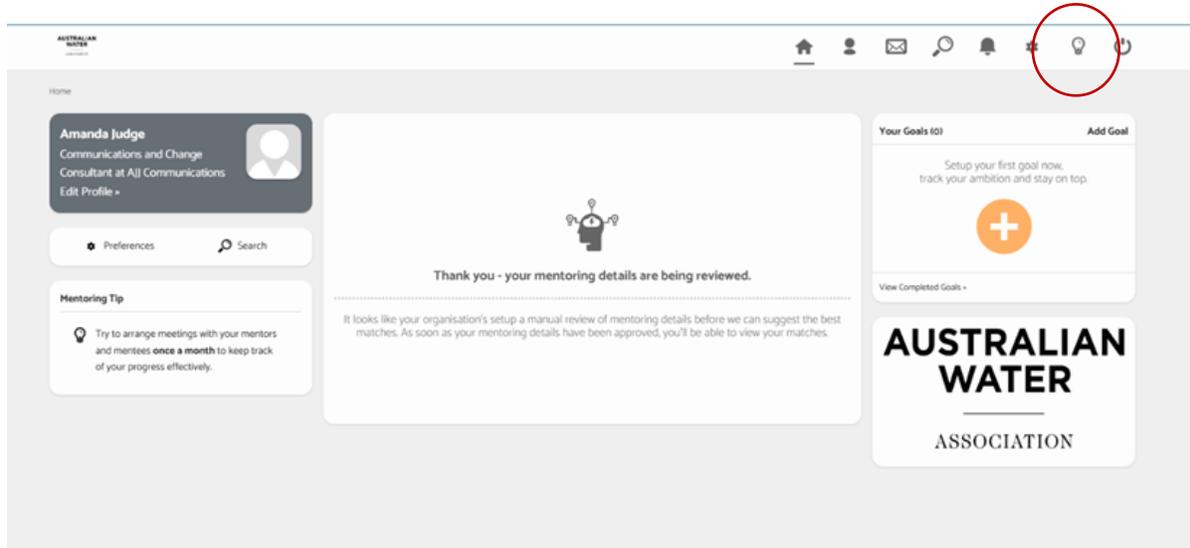
Search. This button allows you to search the site for people and resources

'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.



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

User Tutorials - How to search for a mentor/mentee User Tutorials - Platform Demo	User Tutorials - How to update your preferences
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: mentoring@awa.asn.au