

AWA NATIONAL MENTORING PROGRAM - CHECKLIST

To start mentoring, you'll need to complete a few essential steps to set yourself up for success in the **AWA National Mentoring Program**. These include registering on our digital platform, completing your profile, updating your platform settings, and preparing for your mentoring journey. Once matched, you'll collaborate with your mentor/mentee to set goals, schedule regular meetings, and track progress.

See our checklist below and for additional questions or support you can access our 'How to' Cards and Participant Guide on the AWA National Mentoring page [here](#) or contact the AWA National Mentoring team at mentoring@awa.asn.au

For Mentors:

- ✓ **Eligibility:** Ensure you are an AWA individual member or an employee of an AWA Corporate Member.
- ✓ **Register:** Sign up to be a Mentor via the digital platform using this [registration link](#).
- ✓ **Complete Your Profile:** Finish your Mentor profile on the platform by 30 January. Include your professional experience, areas of expertise, and mentoring preferences.
- ✓ **Update Platform Settings:** Update your platform settings, such as privacy, notifications, and time zone settings, to ensure seamless communication and scheduling.
- ✓ **Matching Process:** Mentees will register from 6 February and request to be matched with you. Review mentee requests on the platform and confirm your pairings before 27 February.
- ✓ **Attend the Launch:** Join the virtual Mentoring Program launch event on 6 March to gain insights and connect with participants.
- ✓ **Kick-Off Mentoring:** Meet with your Mentee to set goals, establish expectations, and outline your mentoring journey. Use the platform to schedule regular meetings, discuss progress, and address challenges or opportunities.

For Mentees:

- ✓ **Eligibility:** Ensure you are an AWA individual Member or an employee of an AWA Corporate Member.
- ✓ **Register:** Sign up as a Mentee via the digital platform when registration opens on 6 February.
- ✓ **Build Your Profile:** Complete your Mentee profile by defining your professional development goals, skills you want to enhance, and your expectations for the program.
- ✓ **Update Platform Settings:** Update your platform settings, such as privacy, notifications, and time zone settings, to ensure seamless communication and scheduling.
- ✓ **Request a Mentor:** Review suggested Mentor profiles on the platform and send a match request to the Mentor you feel aligns with your goals.
- ✓ **Confirm Your Match:** Once your chosen Mentor accepts your request, confirm the match by 27 February.
- ✓ **Attend the Launch:** Participate in the virtual Mentoring Program launch on 6 March to kick off the program with guidance and resources.
- ✓ **Start the Journey:** Collaborate with your Mentor to set goals, create a plan, and schedule regular meetings to discuss your progress, challenges, and achievements.