

CAPHIA

COUNCIL OF ACADEMIC PUBLIC HEALTH
INSTITUTIONS AUSTRALASIA

Mentoring Program 2021 Guidance



1. Introduction

As the peak body supporting and advocating for academic public health institutions, CAPHIA is pleased to facilitate the CAPHIA Mentoring Program in 2021.

The benefits of mentoring programs can be simply or far reaching depending on the commitment of those that participate. It is hoped that by supporting academics from member institutions to network and share ideas, benefits will be gained through the two-way information exchange that elevates the knowledge transfer through practical experience.



Mentors that teach and research public health bring a wealth of experience to the program. They are asked to share their experience, and to inspire and support their colleagues with advice and insight from their own experience. Mentors can also benefit through the CAPHIA Mentoring Program by gaining an important ally in promoting their organisation's teachings and approaches, and by gaining insight by reflecting on their own experiences.

The benefits for mentees that participate in the program can be many. They include gaining vital access to the mentor's expertise in managing a variety of situations, sharper focus on what is needed to grow and progress your career pathway as well as learning specific skills and knowledge relevant to professional goals.

The following information is presented as a series of guidance to support your mentoring program journey.

2. Mentoring Program Operational Arrangements

2.1 The Structure of the Program

The structure of the CAPHIA mentoring program is flexible to ensure that the operational arrangements for its participants can be accommodated.

Under mentoring programs, meetings are formal or informal and can consist of setting a topic in advance and working on it, or informal catch ups that discuss key aspects of interest for each participant.

Formal meetings take place on a regular basis, where the mentor helps the mentee set goals and make progress against those goals. Formal mentoring often consists of identifying the action and resources required, the target timeframe and how achieving this will reward the mentee.

Informal meetings are less structured but can be equally as helpful. Sometimes informal mentoring can occur as issues arise or with the mentor supporting the mentee at professional network events where the opportunity to connect with colleagues is available.

It is up to participants to determine how the mentoring program will work best for them.

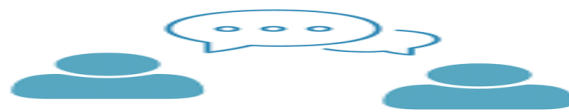
Member institutions are requested to nominate at least two mentors to participate in this program. The program operates between February – November 2021. Participants may consider extending their mentoring relationship beyond this time should it suit both parties. This discussion is recommended to take place during periodic reviews of expectations and goals.



2.2 Participant requirements

Participants are asked to provide:

- Respect towards all other participants;
- Strict confidentiality and professional boundaries;
- At least five hours per year of their time participating in the program;
- Attendance at the CAPHIA mentoring program webinar in March 2021;
- A discussion on their expectations in the first meeting with these reviewed as meetings progress;
- Participation in a mentoring program case study for the CAPHIA newsletter if requested; and
- Feedback on their experience through the evaluation survey;



2.3 First Meeting considerations

Below is a list of issues that you may wish to consider at your first meeting:

- What style of mentoring works best for you both; formal or informal?
- How often would you like to meet; monthly, quarterly, bi-annually or annually?
- How would you like to participate; Zoom, teleconference; email exchange, other?
- Do you want to set goals and work to achieve them together?
- What things will motivate and support you on your mentoring journey?

2.4 The Five Stages of the Mentoring Program

There are five stages that participants should work through in order to have a successful mentoring journey:

