

Mentoring @ QAL Program

Queensland Airports Limited (QAL) has partnered with Griffith University for our *Mentoring @ QAL Program*. This is a foundational piece of QAL's Skyward program. The opportunity to match our industry leaders for career development learning and growth with our talent is an exciting step for QAL.

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Mentoring Agreement: Suggested Talking Points

To get the most out of your mentoring experience, we strongly recommend that you talk about the expectations and goals both the mentee and mentor have for the mentoring relationship.

Agree on expectations: How will the relationship work?

1. Meeting together: What works best? (remember, you want to have regular meetings or conversations). Will you meet via;
 - In-person (where?)
 - Via Teams/Skype/Surfacehub
 - Phone/email
2. How would we like to organize our meetings? Do we want an agenda sent by the mentee in advance? Is there a preference
3. In general, how often would we like to meet/interact (e.g. once per fortnight/month?) Renegotiate as needed.
4. We are committed to meeting regularly. The only acceptable reasons for moving the meeting are If a meeting is moved, we commit to moving the meeting (not declining) to another time within (X) days or one week.
5. Apart from our diarized meetings, how else would we/should we communicate? i.e. if the mentor is helping the mentee with communication skills, the mentor may agree to review some draft emails prior to going out to provide feedback OR they may review old emails together by expect the mentee to provide them in advance of their meeting.
6. If an email/voicemail is received, we will get back to our partner within;
 - 24 hours
 - 1-2 days
 - 3 days
 - Other
7. What if we can't make an expected meeting/interaction, how will we get in touch?
8. When will we meet or talk next?
9. If it is not working, we give each other permission to discuss and possibly explore other avenues of development.

Agree on Goals: What do you hope to gain?

- What are the mentee's goals for this mentoring relationship (refer back to the Mentoring agreement, or use the Goal setting tool on dashboard/LinkedIn Learning). Is there any clarification needed?
- What are the mentor's goals for this mentoring relationship?
- What actions can you and your mentee take to achieve these goals?