

# NSW CYBER BUSINESS EXCHANGE

## BECOME A MENTOR

The primary purpose of a Mentor is to help the next generation of talented individuals achieve career success in information security. Additionally, through mentorship, Mentors retain and develop cyber industry leadership potential to enhance their career development and satisfaction.

The NSW Cyber Business Exchange Mentor Program brings a range of business skills and professional experience that enables a Mentor to offer advice and insightful perspective to their Mentees.

The sharing of Mentor wisdom and experience creates opportunities that Mentees may not otherwise encounter in their professional lives. Benefits to Mentees include increased exposure and possible access to business networks as they develop essential skills that help them reach their established goals.

The Mentor Program operates within a structure and framework that ensures Mentors challenge and inspire Mentees, whilst holding them accountable to their self-determined outcomes.

Pointing out behaviours that may impede or hinder the career progress of the Mentee is also part of the Mentor's role, along with helping to build their self-confidence through praise, encouragement, and constructive feedback.

Mentoring provides great benefits and opportunities for learning for both Mentors and Mentees.

## WHY BE A MENTOR?

Mentoring is a relationship that gives people the opportunity to share their professional and personal skills and experiences in a structured and professional way.

As a Mentor, you will be surprised at how much you will gain from the experience:

- You have the potential to change someone's life
- You will help support valuable talent to thrive within the cyber industry
- It can reinforce the business and life lessons you have learned in your own career
- It can connect you with other areas of the industry and sector
- It helps set the tone for a collaborative and supportive cyber industry

## THE PROGRAM

The Mentor Program offers a one-to-one relationship based on encouragement, openness, mutual trust, respect, and a willingness to learn and share.



# NSW CYBER BUSINESS EXCHANGE

One of the keys to successful mentoring is matching the Mentee with a Mentor who has the relevant skills and experience to meet the needs and objectives of the Mentee.

To assist in this process, prospective Mentees will be required to complete an Application Form for review and approval by the Program Committee.

Mentees are then matched with a suitable Mentor, based on the criteria contained in the Application Forms (completed by both Mentee and Mentor), the Mentee's objectives and the Mentor's skill set and experience.

Both Mentee and Mentor will be contacted to ensure they feel comfortable with their match. The Program Manager will be available throughout the Program to assist both Mentors and Mentees.

## **MENTOR COMMITMENT**

A Mentor will need to be available to meet one-on-one with their Mentee for regular meetings over a five month period of 1-2 hours each fortnight, or as mutually agreed. There will be regular contact with the Program Manager to ensure the program is working for both parties, reviews of progress and an evaluation of the Program outcomes at completion.

## **OUTCOMES FOR MENTORS**

The opportunity to share knowledge, experience and assist in the development of a fellow cyber industry professional, comes from a place of generosity. In addition, there is a sense of satisfaction as you:

- Guide an ambitious industry colleague towards their goals
- Enhance your own communication and leadership skills
- Play a role in the nurturing and developing the next generation of cyber industry leaders and entrepreneurs
- Observe the value that the transfer of knowledge brings to individuals, the industry and to yourself as that same process is reciprocated

## **WHAT CAN A MENTEE EXPECT FROM A MENTOR?**

The role of the Mentor is to provide guidance, support and act as a sounding board for the Mentee. Mentees are required to provide goals and objectives based upon topics they have identified as important to them and their career/business. The Mentee creates a Mentoring Statement that outlines their goals and includes proposed strategies and timeframes for achieving these objectives.

# NSW CYBER BUSINESS EXCHANGE

## THE ROLE OF THE MENTOR

- Understand the skills that the Mentee is required to learn during the Program and offer support in learning these skills
- Provide advice, perspective and feedback to the Mentee on ideas and plans before they are considered for further development
- Share wisdom and advice from the Mentors' experience, while allowing the Mentee to have their own experience
- Encourage and support Mentees to complete the Program and its activities
- Hold the Mentee accountable for achieving the goals that they set for the Program
- Create opportunities that may not otherwise be available to the Mentee (e.g. increased visibility and access to networks)
- Attend required meetings and meet commitments made to Mentees
- Offer suggestions to improve Mentee's skills, talents, abilities, initiative, and commitment in preparation for future endeavours
- Offer challenging ideas that will inspire the Mentee
- Help build self-confidence through praise, encouragement, and constructive feedback
- Suggest an 'alternate' Mentor(s) for areas where the Mentor is unable to add value or expertise

## THE ROLE OF THE MENTOR DOES NOT INCLUDE

- Involvement in the running of the Mentee's business or job role
- Providing legal and tax advice
- Therapy or counselling on personal issues

## PROGRAM LENGTH AND INCLUSIONS

- Five-month program
- Approximately 10 sessions/meetings of 1-2 hours duration, as mutually agreed
- Time and place of meeting to be mutually agreed between Mentee and Mentor
- Meetings can be held face to face, online or by telephone

## FIRST MEETING INDUCTION (2 HOURS)

In the first meeting, Mentors and Mentees get to meet and know each other and discuss how to best work together throughout the Program.

The Mentee will complete the Application Form which will outline their strengths and weaknesses in various business and management skills. This will be sent to the Mentor before the first meeting and will provide the framework to establish Program objectives for the Mentee.

# NSW CYBER BUSINESS EXCHANGE

## FINAL MEETING

The final meeting will review the objectives and achievements of the previous sessions.

## CONFIDENTIALITY

Confidentiality is essential to enable the Mentee to be open, as well as to ensure the kind of genuine relationship necessary for success. Confidentiality ground rules are that aside from disclosures required by law, no personal, employment-related, or business information disclosed by a Mentee to the Mentor, or vice versa, can be disclosed to a third-party without the disclosing person's express written agreement.

## MENTORING PROGRAM AGREEMENT

The [Mentoring Program Agreement](#) outlines the terms and expectations of the Program and the participants who are bound by the clauses. This is to be signed by both the Mentor and Mentee.