



2021 CAREER MASTERCLASS

A guide for participants



MELBOURNE
GRAMMAR SCHOOL

THE OLD
MELBURNIANS

Welcome and thanks from the President

Welcome to this year's Old Melburnians Career Masterclass Program, a career networking and mentoring program for Young Old Melburnians.

Firstly, I want to thank you for your participation in this program, with particular thanks to our mentors who will give up their time to and share their expertise so generously.

Building on the success and growth of our mentoring initiatives over the past few years, our goal this year is to harness the Old Melburnian network of experienced professionals to provide support, career development and networking opportunities for Young Old Melburnians.

Since launching our mentoring program several years ago, we have listened to feedback from Old Melburnians, and we have learned along the way. This year, the program has been redesigned, simplified, and expanded. Our focus will be on helping young Old Melburnians to expand and strengthen their professional networks.

Last year, we were fortunate to welcome OM Council member, career consultant, author and networking expert, Bill Cowan AM (OM 1962) to lead the program. Bill will continue working with us again to guide this program, with support from the Community Relations Team at Melbourne Grammar School.

I wish you well in this outstanding program.

Andrew Tulloch (OM 1986)



President, The Old Melburnians



Program overview

Incorporating mentorship and career networking, the Career Masterclass program is designed to support young Old Melburnians who are in the first 5 years of their careers.

Mentoring is a structured two-way relationship between individuals, typically via one-to-one meetings, with the goal of improving career outcomes and enhancing professional networks of the mentee.

Career networking is process of activating personal and professional networks to assist with job searching, career progression and finding new professional opportunities.

The Career Masterclass program for Old Melburnians brings mentoring and career networking together to:

- Support young Old Melburnians (0-5 years into their careers) to establish lifelong professional connections and build networking and career strategy skills, by connecting with a mentor in a relevant field; and
- Give experienced Old Melburnians the opportunity to share their time and valuable expertise, and to make real contributions to the career progression of a young Old Melburnian.

Communications about this program will be via OMLink, the online network for all Old Melburnians. Please login or register and create a profile at omlink.org

Tips for success

Over the past few years, we have been listening and learning from Old Melburnians about how to be effective in a mentoring relationship. Below are some suggestions that might help you to get the most out of this experience over the coming months:

For mentees

Our most successful mentees are:

- Proactive and organised – they pick up the phone, schedule the next meeting, send an email, make a connection.
- Goal orientated – decide what they want to get out of this program, define objectives and discuss with their mentor.
- Realistic – understanding how much time their mentor has available and decide what time, location and format will work best for both.
- Good communicators, reliable and on time.
- Open to feedback – asking questions, reflecting on advice, and actively following up.
- Open and honest – discussing their career goals, challenges, and opportunities.

Share openly - discuss your career goals, challenges, interests, and worries. Nothing is too small or trivial.

For mentors

Our most successful mentors are:

- Active listeners who help mentees to find their own solutions.
- Willing to challenge and extend their mentees to think outside the box and to consider new ideas or career pathways that they may not have considered before.
- Encouraging and supportive, allowing their mentee to develop confidence in themselves.
- Not instructional.
- Patient, non-judgemental and tolerant.
- Open and honest, sharing details of their personal journey and experiences.
- Enthusiastic connectors – introducing mentees to people in their professional network.

Time commitment

The program runs for three months from late-July to late-October.

Your time commitment will vary depending on your availability. As a guide, we ask for the following commitment for the 3 month duration of the program:

- 1-hour per fortnight (mentor/mentee meeting)
- Your attendance at 2 networking events (approx. 2 hours each)

There are other Old Melburnians events throughout the year that you may wish to attend together such as the Old Melburnians Annual Dinner on 12 August, Business Leaders Speaker Series events in September and November (dates TBC).

For more information visit mqs.vic.edu.au/events

Program dates

Tues 6 July	Applications open
Tues 20 July	Applications close
Mon 26 July	Mentor / mentee pairs announced
Mon 26 July	Commencement survey
Wed 28 July	Launch event (networking)
Thurs 12 August	Old Melburnians Annual Dinner
July – October	Fortnightly mentor / mentee meetings
Wed 27 October	Wrap up event and celebration
Thurs 28 October	Feedback survey

Getting started

First thing's first

If we can match you with a mentoring partner, you will hear from our team on Monday 26 July with an introductory email. Most mentees will be assigned two mentors.

- Once you have received this introductory email, you will then need to:
- Login to Omlink at omlink.org (or create a profile if you haven't already done so)
- Check your profile is up to date!
- Join the Group 'Career Masterclass' – you will also be sent a link to join this group if you haven't already done so.
- Mentees: search for your mentor and send a direct message via Omlink to introduce yourself. Swap contact details. Connect on LinkedIn.
- Set up a time for your first meeting – remember you will meet each other at the Career Masterclass Launch event on Wednesday 28 July.
- Make a note of the top 2-3 things that you want to know about each other.
- Make a short list of your goals for participating in this program.

Tips for your first meeting

To get your mentoring relationship off to a good start, here are some tips for your first meeting to help get you on your way. Use this as a checklist to guide you in establishing an excellent partnership and get the most out of your time together.

Be realistic

Don't put too much pressure on yourselves to identify all the solutions at your first meeting. Use this first hour to get to know one another and build trust. You have three months ahead of you to work together and achieve your goals – don't expect it to be wrapped up in the first hour!

Introductions

Get to know each other by starting with an introduction of yourselves

- Talk about your time at Melbourne Grammar School – share some memories, you will no doubt find lots in common.
- Talk about your career - describe your current role, including the structure of your organisation, your responsibilities, your team, and your career pathway to get there.
- Talk about any relevant undergraduate or post graduate study that you've completed
- Have a conversation about the types of networks that you would like to develop.
- What are your strengths and development needs?
- What are some career challenges that you have overcome?
- What are your career goals?
 - Short term (12 months)
 - Mid-term (2 – 3 years)
 - Longer term (5 years and beyond)

Setting Goals

Once you have started to get to know each other, have a conversation about what you both hope to achieve in this program, and your personal preferences:

- What do you want to get out of this program? Write down 2-3 goals and refer to this list over the next 3 months. Be honest and upfront.
- Mentors: are there any opportunities, events, meetings coming up that would be beneficial for your mentee to join? Remember the OM Annual Dinner on 12 August – this will be a great networking event to attend together or as part of a group!
- Mentees: is there something coming up that would be helpful for your mentor to know (e.g. promotion opportunity, performance review, job application, etc)

Program logistics

We all know that the key to a good relationship is communication... and logistics! Make sure you spend 10-15 minutes of your first meeting going through each item on this list:

- How often and how long would you like to meet for? Where would you like to meet? Schedule your next 2 meetings and make sure you've always got the next meeting booked in.
- How do you prefer to communicate with each other?
- Create an action list to make note of any follow up for the next meeting. Share this between meetings and use this to keep track of what you've committed to.
- Are there any times over the next three months that you are unavailable (e.g. work or personal commitments)?
- Discuss any potential conflicts of interest.
- Talk about confidentiality – it is important that both parties treat conversations as private and confidential.
- Any other ground rules (e.g. openness, punctuality, off-limit topics).

Off topic conversations

In our experience, one simple conversation can spark a whole new idea or opportunity. So, if you're struggling to get started using the format outlined above or find yourselves running out of things to talk about, here are some different topics that you might like to explore to get that spark alight:

- What are your interests or passions outside work?
- What are you most proud of in your career?
- What do younger people need to do to stand out in your industry?
- How do you achieve a work-life balance?
- What are your biggest professional challenges right now?
- What have you learnt from other mentoring experiences in your life?
- What are your top tips for starting a conversation, or bursting into a conversation at an event?

Program support

For assistance or support, please contact:

Kirsty Hooper or Judith Mein

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OMlink

The online engagement platform for Old Melburnians