



APMP ANZ MENTORING PROGRAM

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ABOUT THE PROGRAM

The APMP ANZ Chapter's mentoring program provides a platform for aspiring proposal management professionals to access career advice and support from industry leaders.

For mentees

Mentees are encouraged to:

- > Identify career goals and create strategies to achieve these goals
- > Be open with your strengths and weaknesses
- > Seek advice, networking opportunities and career support

Short- and long-term benefits:

- > New strategies and tools for achieving career aspirations
- > Stronger sense of professional self
- > Increased confidence
- > Improvement in existing skills and development of new skills
- > Better insight into leadership and management roles
- > Increased networking opportunities

Mentees are required to:

- > Confirm the date, time and location for each meeting with the mentor.
- > Buy the coffees!
- > Come to each meeting with a goal, topic or question to discuss so as make the most of their time with their mentor (ideally communicated to the mentor at least 48 hours prior to the meeting).
- > Actively and conscientiously develop strategies and implement plans.

For mentors

Mentors are encouraged to:

- > Openly share skills, knowledge, and expertise
- > Demonstrate a positive attitude and act as a positive role model
- > Exhibit enthusiasm in the process of winning work and for APMP
- > Provide guidance and constructive feedback
- > Remain objective by providing clear, non-judgmental descriptions of what they observe the mentee doing or intending to do.

Short- and long-term benefits:

- > Developing creative solutions to challenges presented by the mentee
- > Helping to shape the careers of other B2B professionals in the industry
- > Giving back to the industry which they have been part of for many years

Mentors are required to:

- > Empower the mentee to increase their understanding of and ability to handle challenges on their own.
- > Act as a sounding board, helping mentees explore where a course of action might lead, while ensuring that mentees retain ownership of the challenge/ opportunity and the decision about how to best manage it.
- > Provide insight and encouragement: personal experience, options and ideas at a time when the mentee is ready for them.

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Program timing and structure

- > The program will run from April 2020 to October 2020.
- > We suggest meeting every one to two months (no more than 6 meetings).
- > When you first meet, we recommend that you discuss and compare expectations for both the mentor and mentee roles. Clarify each person's responsibilities, and the process the two of you will use going forward to communicate, understand your career goals, follow-through, and problem-solve if needed.
- > The suggested length of each meeting is one hour, and is to be arranged by the mentee at a mutually beneficial time of day; we suggest catching up at a café over coffee.
- > Additional communication may include phone or email interaction, depending what is agreed upon by both parties.

Rules and ethics

- > Mentee to pay for the coffee!
- > Either party to give at least 24 hours' notice when rescheduling an agreed meeting
- > Maintain confidentiality of every meeting and communication
- > Do not engage in conduct that is unlawful, dishonest, unprofessional or discriminatory
- > If either party has any concerns during the program, please contact your APMP ANZ Chapter Mentoring Program Committee Members
- > Mentors and mentees should maintain their APMP membership through the duration of the program.

Once we have established a mentor/mentee pairing, each party will receive an email from one of the program contacts advising you of the pairing and introducing you to one another.

HOW TO APPLY

Eligibility

- > You must be a member of APMP
- > You are welcome to apply if you reside in Australia, New Zealand, Singapore, Hong Kong or Manila.

Register your interest

- > Please complete the relevant application form found at the back of this pack
- > Email your application to your APMP ANZ Chapter Committee Mentoring Program contacts by Friday, 6 March 2020
- > Spaces in the program are limited so please don't delay in submitting your application.

Pairing mentees with mentors

- > We will do everything we can to match you with a mentor/mentee in your city or region
- > We will contact you – before confirming any pairing – if we have only been able to find a mentor or mentee in a different city or region
- > Only once you have submitted the form and we are able to find a suitable match, will APMP invoice mentees

Cost for participation

- > APMP Member – Mentee: \$60 (GST incl.)
- > APMP Member – Mentor: no charge. Pay only with their time and knowledge.

Program contacts

APMP ANZ committee members who are responsible for this program are:

- > **Sara Miller**, Offshore Chapter Membership Lead
- > **Kate Woodlock**, Networking Events Coordinator

You can contact these committee members at mentoring@apmpanz.org.

Contact us

- > Before the program starts – for further information about the program, the application process or your pairing
- > Once the program is underway – if you have any questions about your mentor/mentee
- > Any time – we love feedback!

APPLICATION FORM

For Mentees

Personal details

City / Country	
Full name	
Job title	
Company	
Office address	
Office phone and mobile	
Email	
Years' experience	
Link to LinkedIn profile	
APMP member number	
APMP accreditation level	

Career summary

Brief career summary including any relevant specific goals	
Current position	
Title, Company: Length of tenure:	
Previous position	
Title, Company: Length of tenure:	
Education and qualifications	

Involvement in the APMP ANZ mentoring program

Why do you want to be involved in the APMP ANZ mentoring program?

What are you looking for from a mentor?

What are the characteristics of your ideal mentor?

Which industry does your mentor ideally work in (Legal / Accounting / Engineering / IT, etc.)?

Which position would your mentor ideally hold within their organisation?

Are you seeking support to advance your APMP accreditation?

Any other comments

End of Mentee application form

Please send your completed form to mentoring@apmpanz.org

APPLICATION FORM

For Mentors

Personal details

City / Country	
Full name	
Job title	
Company	
Office address	
Office phone and mobile	
Email	
Years' experience	
Link to LinkedIn profile	
APMP member number	
APMP accreditation level	

Career summary

Brief career summary including any relevant specific goals	
Current position	
Title, Company: Length of tenure:	
Previous position	
Title, Company: Length of tenure:	
Education and qualifications	

For Mentors: Involvement in the APMP ANZ mentoring program

Why do you want to be involved in the APMP ANZ mentoring program?

What can you offer a mentee?

What are the characteristics of your ideal mentee?

Which industry (if any) do you prefer your mentee work in (Legal / Accounting / Engineering / IT, etc.)?

Any other comments

End of Mentor application form

Please send your completed form to mentoring@apmpanz.org



About APMP

APMP® is the worldwide authority for professionals dedicated to the process of winning business through proposals, bids, capture, business development and presentations. APMP is a non-profit membership organisation founded in August 1989 and began with 28 charter members. Today, the Association has nearly 6,400 members and is frequently growing in 27 active chapters worldwide.

The APMP ANZ Chapter was formed in late 2008 and is dedicated in particular to increasing recognition in this region of the value of professional proposal development. The ANZ Chapter is for all proposal professionals in Australia and New Zealand, and also for those in the Asia Pacific region where no local APMP chapter currently exists.

www.APMPANZ.org

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