



MENTORING PROGRAM INFORMATION PACK

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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.

THE NITTY GRITTY

Program timing and structure

- > The program will run for six months from April to October.
- > We suggest meeting every 1-2 months (approx 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.
- > Additional communication may occur, depending what is agreed upon by both parties.

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.

Rules and ethics

- > 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.

COVID-19

- > Please abide by the guidelines of your local authorities.
- > Health officials have made it clear that social distancing is the most effective way we can slow the spread of COVID-19 in our community, and we recommend you be over-cautious if it means our mentors, mentees and their loved ones stay healthy and well.
- > While you might not always be able to meet in-person, you can still engage by phone or in a number of virtual ways (Zoom, Skype, Teams, Facetime, WhatsApp etc).
- > Please know that we are here to support you in every way we can, so do ask if you have any concerns.

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
- > Email your application to mentoring@apmpanz.org by 31 March
- > Only once you have submitted the form and we are able to find a suitable match, will APMP invoice mentees

Pairing mentees with mentors

- > We will do everything we can to match you with a mentor/mentee in your industry
- > We will contact you before confirming any pairing
- > There is a 'no fault' finishing clause in the event that either the Mentor or Mentee find this partnership doesn't work for them – you can both be re-matched if appropriate, just let us know.

Cost for participation

- > Mentee – APMP member: \$60 + GST
- > Mentee – non member: \$250 + GST
- > Mentor: no charge

Mentee applications received after 31 March will be charged a processing fee of \$40 + GST

Program contacts

APMP ANZ committee members responsible is Kate Woodlock, 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!

Feedback is the best

- > Learning from each cohort is so important to future program success.
- > We will send all participants a short feedback survey a few weeks after the end of the program (in November).



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 organization 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

Mentoring Program contacts

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