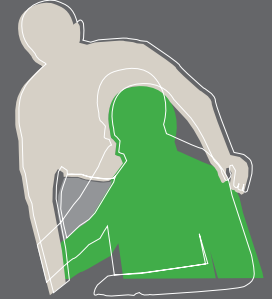


Supply Chain Mentoring Program

Being a Mentee - What does it mean?



[An LAA NATIONAL, apics NSW, apics VIC and apics SA program]

BEING A MENTEE IN THE SUPPLY CHAIN MENTORING PROGRAM

apics and LAA are collaboratively offering a mentoring program to their members. The only cost to mentees is a small administrative fee. Dexion's support of the program has made this possible.

What does being a mentee in the Supply Chain Mentoring Program mean?

Being a mentee in the program means that you will have the opportunity to discuss supply chain related matters, including your own career development, with an experienced supply chain professional.

You will also have the opportunity to be involved in group meetings with other mentors and mentees where a particular supply chain topic will be discussed.

What are the benefits of being a mentee?

Being a mentee has numerous benefits. Primarily, at the end of the 8 month program, your development regarding the supply chain should be accelerated by 2 to 3 years. Achieving this is up to you, but the program will provide you with the tools and guidance via the mentor to make this possible.

You will also undergo an induction training session where the use of the tools (see next page for details) will be outlined.

What are the goals of the program?

The objectives of the program are to foster the development of supply chain professionals and to facilitate knowledge sharing.

How will I be matched?

You will be matched with a mentor who has the skills and experience required to assist you. Every precaution will be taken to ensure that you are not matched with a mentor from a competing organisation. Both mentors and mentees will sign a code of conduct and confidentiality agreement.

Women Mentees Encouraged

apics and the LAA understand the advantages of gender diversity in the workplace and recognise the unique challenges faced by women in a largely male dominated sector. The program is sensitive to this and senior female supply chain professionals will be sought to mentor female mentees wherever possible.

[Currently Supported in NSW, QLD, VIC & SA]

What will be discussed at a mentoring session and what is expected of me?

As a mentee you will nominate what is to be discussed at the mentoring session. You will be required to fill out a pre-session focus form (see next page for details). The form will be submitted prior to the meeting so that mentors have time to prepare and the meeting is structured and productive.

The program represents a rare development opportunity and places are limited. For those selected to be in the program, it is expected that you will be committed for the duration of the program and to the attainment of your goals.

What flexibility is there regarding meeting times and location?

Attendance at the mentee induction sessions is compulsory. Otherwise, mentors and mentees establish their own meeting times and location, at a frequency not less than once per month for 1-2 hours.

What is the cost?

The only cost associated with the program is a \$250 administrative fee. All mentees must be apics or LAA members.

What is the duration of the program?

The program formally runs for approximately 8 months. At the end of this time there will be a presentation and awards ceremony for successful participants.

What am I committed to in participating as a Mentee?

- Meet with mentor at least once per month for 1-2hrs for the duration of the program.
- Attend a half-day induction and education session.
- Attend a Mentee Feedback Session combined with an applicable Site Visit near the end of the program.
- Attend the joint LAA/APICS Meeting at the culmination of the program.
- Provide feedback on the program as periodically requested.
- Take personal responsibility for the prompt payment of all fees incurred due to my participation in the program.



MENTEE TRAINING PROGRAM

Meet the Mentors and Mentees

- Opportunity to meet all the participants in the program

Mentee Induction Training

- Administrative requirements
- What mentoring is – understanding the role of the mentor and mentee
- What mentoring is not – understanding the difference between coaching, consulting, training and mentoring
- Listening skills and questioning techniques
- Identifying your learning agenda
- How to get the most out of your mentoring program

MENTEE TRAINING PROGRAM FORMS

1. Pre-session focus form

All mentees will complete a brief focus form so that mentors are aware of their progress since the last mentoring session and what they would like to focus on in this session.

Successes/Wins since the last mentoring session

A chance to reflect on and share what has been going well and how the mentee has applied what they have learnt from their mentoring sessions. This includes an update on any actions that have been agreed upon in the last meeting.

An opportunity to highlight what has not gone according to plan

An opportunity to highlight those things that have not gone according to plan. The mentor will use this information to provide insight and support ensuring that goals are achieved in the future and that any disappointments do not recur.

Things to work on/in progress

Highlight progress on key activities and any new challenges that may have arisen.

Key learning outcomes

A reflection on what the mentee has learned since the last session and how it has been applied.

Focus for this session

Setting the agenda for the mentoring session.

2. Session outcomes form - mentee

All mentees will complete a session outcomes form at the end of each session.

Key learning outcomes

Mentees will highlight (in bullet point form) the key insights they have gained from the mentoring session. This will confirm that they are getting value from the program as well as consolidating any learning from the session. This will also provide mentors with valuable feedback as to mentees' experience of the program.

Focus points for next session

Establish key areas for attention for the coming month. This may include items raised as a result of the key learning outcomes.

Action items

Any action items committed to specifically as a result of the mentoring session, or items that tie in closely with the mentoring session.

FURTHER INFORMATION:

If you have more questions, please contact apics or the LAA.

NSW, VIC, SA: LAA - mentor@laa.asn.au / 1300 651 911
apics - enquiries@apicsnsw.org.au / 02 9891 1411

QLD: LAA - mentor@laa.asn.au / 1300 651 911



apics is a non-profit organisation that exists to foster professionalism in manufacturing and associated supply chain activities, through the services we provide both to our members and Australian Industry. Members and students benefit from a solid portfolio of Australian-accredited certificates and diplomas, internationally recognised education programs, short courses, site visits and monthly meetings.

Find out more about apics at www.apics.org.au

The LAA: The Logistics Association of Australia (LAA) represents the interest of professionals in logistics and the supply chain industry. The vision of the LAA is to serve and advance the logistics and supply chain profession in Australia by facilitating the exchange of knowledge and ideas. The LAA acts as a conduit between logistics professionals and industry, government, education bodies and other relevant forums.

Find out more about the LAA at www.laa.asn.au