

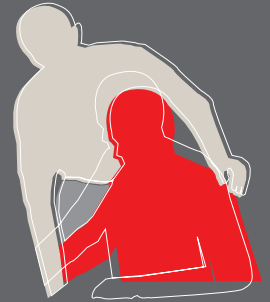


The Society for Supply Chain Professionals

Supply Chain Mentoring Program

Being a Mentor - What does it mean?

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



BEING A MENTOR IN THE SUPPLY CHAIN MENTORING PROGRAM

apics and LAA are collaboratively offering a mentoring program to their members FREE of charge (with the exception of some nominal charges levied to the Mentee to verify commitment to the program). This has been made possible by the generous support of Dexion.

What is mentoring in the Supply Chain Mentoring Program?

The Supply Chain Mentoring Program is about providing guidance to a lesser experienced person in supply chain related fields. There will be a structured and systematic process as to how this guidance is given to ensure the maximum benefit to both the mentor and mentee.

What are the benefits of being a mentor?

All mentors receive a half-day training session (see next page for details). This training, valued at over \$6,000, will be highly applicable to your workplace and will be delivered by a specialist corporate mentor/coach. The training also includes a follow up session so that you can further refine your skills.

Mentoring is also a great opportunity to develop your interpersonal and leadership skills. Furthermore you will enjoy excellent networking opportunities.

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 mentee who is most likely to benefit from your experience. Every precaution will be taken to ensure that you are not matched with a mentee from a competing organisation. Both mentors and mentees will sign a code of conduct and confidentiality agreement.

Women Mentors 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. Senior Supply Chain women who would be able to mentor and share their wisdom with more junior women, are encouraged to participate.

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

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

Mentoring sessions will be structured. Mentees will be required to fill out a pre-session focus form which will include an agenda with such information as what they would like to discuss, goals and program objectives. They will submit this prior to the meeting so that you have time to prepare.

For the most part, you would be acting as a sounding board for their ideas on how to address the issues they have raised. You will also assist in monitoring their progress and providing feedback.

Mentees will also undergo an induction session so they are fully aware of their obligations as a mentee.

What flexibility is there regarding meeting times and location?

Attendance at the mentor training session is a requirement for mentors. 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 duration of the program?

The program formally lasts for 8 months. At the end of this time there will be a presentation and awards ceremony for successful participants. Your input will be formally recognised at this event.

What am I committed to in volunteering as a Mentor?

- Meet with mentee at least once per month for 1-2hrs for the duration of the program.
- Attend a half-day induction and education session.
- Attend a mentor follow up session.
- Attend the joint LAA/APICS Meeting at the culmination of the program.
- Provide feedback on the program as periodically requested.



Proudly supported by



MENTOR TRAINING PROGRAM

Understanding the role & developing the skills of a mentor

- Administrative requirements
- Background to mentoring
- What mentoring is
- What mentoring is not – understanding the difference between coaching, consulting, training and mentoring

Listening Skills

- The importance of listening skills
- What makes a good listener and understanding the levels of listening
- Developing listening skills with your team
- How to recognise when you are the one who is not listening

Questioning Skills

- Mentoring: the balance between asking questions and providing answers
- What makes a good mentoring style question
- Asking coaching style questions with a mentoring dialogue

Rapport Building

- How to accelerate rapport and trust
- Understanding permission
- Appropriate styles of feedback
- How to give corrective feedback
- Assertiveness in mentoring
- The Mentor's Tool Kit
- The GROW model
- Goal setting techniques
- A strategic approach versus developing a strategy
- Career planning
- Making the most of meetings
- Understanding the learning priorities (strengths and weaknesses)
- Developing personal action plans

MENTOR TRAINING FORMS

The following forms will be provided to assist the mentoring process.

Mentee forms

Pre-session focus form

- Successes/Wins since the last mentoring session
- Goals not achieved/disappointments
- Things to work on/in progress
- Key learning outcomes
- Focus for this session

Session outcomes form

- Key learning outcomes
- Focus points for the coming month
- Action items

Mentor form

Session outcomes form – mentor

- Key mentee insights
- Areas for focus – make notes on areas mentee should be focusing on
- Actions
- Notes for future sessions

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