



**CFA Society  
Sydney**

# Become a CFAS Mentor

## Information Pack

February – October 2019

## CFA Society Sydney Mentoring Programme 2019

CFA Society Sydney (CFAS) is delighted to announce its annual professional mentoring programme for 2019, run in association with Protégé.

The Mentoring Programme is open to all members of CFA Society Sydney.

The mentoring programme is a multi-faceted, 6-month long development programme that includes:

- A fully supported and structured mentoring experience
- Matching of Mentors and Mentees along with 1-to-1 mentoring
- A formal launch, mid-point review and closing celebration
- Tailored skills building workshops for both Mentors and Mentees
- Multiple opportunities to network.

## CFAS Mentoring Programme Objectives

- Build a deeper and more connected CFA community
- Develop future leaders
- Facilitate knowledge and experience transfer between the younger and more experienced members of our Society
- Provide skill enhancement opportunities around knowledge sharing.

## CFAS Mentoring Programme Summary

- **Official Launch and Closing Celebration**
- **Mentor / Mentee Matching** – a vital component of a successful mentoring programme
- **Mentoring Sessions** – 6 one-to-one mentoring sessions
- **Mentor and Mentee Skills Building Workshops** – various relevant topics
- **Personality Tool** – to understand self and impact on others
- **Mid-point Review** – check progress towards desired outcomes
- **Networking Events** – with Mentees, Mentors, senior executives, partners and other interest groups
- **Programme Workbooks and Materials** – to enhance and support the learning experience.

### Become a CFAS 2019 Mentor

**Mentor** roles are open to both female and male executives with:

- Approximately **10 or more years'** experience in a **senior leadership role**.
- A desire to guide and motivate the next generation to achieve their career goals and aspirations.
- The business / industry knowledge and experience necessary to be able to discuss a wide range of topics and situations.
- Excellent listening and questioning skills.
- Integrity and commitment to confidentiality.
- An open and inquiring mind.
- The availability to participate fully in the programme for 6-months and to join in networking and mentoring events.
- Time to provide, 6 x one-hour mentoring sessions. Dates, times and location to be mutually agreed with your Mentee.

Following are the requirements for becoming a **CFAS Mentee**, which will give you an idea of their current level of work experience.

- **Early career members** with a minimum of **5-10 years'** work experience and currently working.
- The desire to proactively advance in her/his career and optimise her/his potential.
- A strong commitment to achieving her/his goals, initiatives, and aspirations.
- A willingness to accept feedback and to be honest about her/his positive and challenging attributes.
- An open and inquiring mind and the flexibility to change.
- Manage and drive 6 x one-hour mentoring sessions.

## Your Commitment

As a Mentor your time commitment during the 6-months from March to October 2019, will be as follows:

1. Complete the application form by 26 February and participate in the Mentor / Mentee speed matching event on 26 March 2019.
2. Participate in 6 x one-hour mentoring sessions from May to October 2019.
3. Attend the Official Launch, Mid-point Review and Closing Celebration.
4. Actively participate in the Skills Development Workshop and Networking Event.
5. Attend at least 60-70% of all events and workshops.
6. Assist by providing feedback about your experience and of the programme as a whole.

An overview of the **CFAS 2019 Curriculum** is outlined on Page 5. We have highlighted the sessions which Mentors should attend, all of which require a commitment of your time.

## Application Process

Interested applicants should submit a completed Application Form, together with your CV (max 2 pages), to Michaela Francis – [michaela.francis@cfas.org.au](mailto:michaela.francis@cfas.org.au) by the close of business on 26 February 2019.

## Application Forms

Application Forms are available via [www.cfas.org.au](http://www.cfas.org.au).

**APPLICATION DEADLINE: close of business, on 26 February 2019.**

For more information about the CFAS Mentoring Programme please contact: Michaela Francis – [michaela.francis@cfas.org.au](mailto:michaela.francis@cfas.org.au).

## CFAS 2019 Mentoring Programme Calendar

Events will be conducted from approximately 5:00-7:30 pm in the CBD.

Event	Date	Attendees
Mentoring Programme Announcement	1 February	CFAS
Applications Close	26 February	CFAS
Successful Mentors and Mentees confirmed	15 March	CFAS
'Speed Matching' – pairing Mentors / Mentees	26 March	<b>Mentors</b> , Mentees, CFAS, Protégé
Announce Matched Mentees / Mentors	6 May	CFAS
CFAS 2019 Mentoring Programme Launch	7 May	<b>Mentors</b> , Mentees, CFAS, Protégé, Guests
6 x 1 hour, 1-to-1 mentoring sessions	May to October	<b>Mentors</b> , Mentees
Mentor Skills Development	28 May	<b>Mentors</b> , Protégé
Mentee Skills Development	11 June	Mentees, Protégé
Mid-point Review	6 August	<b>Mentors</b> , Mentees, CFAS, Protégé
Networking Event	3 September	<b>Mentors</b> , Mentees, CFAS, Guests
CFAS Mentoring Programme Close & Celebration	22 October	<b>Mentors</b> , Mentees, CFAS, Protégé, Guests
Feedback Survey	October	<b>Mentors</b> , Mentees, CFAS

## What's Being Said ...

**YouTube:** Check out what a former mentor and mentee have to say about the success they experienced on the programme: <https://www.youtube.com/watch?v=M3AmDByk34c&t=14s>

### Mentors

- *'Knowing that I made a positive difference in someone, plus honed my mentoring skills.'*
- *'Excellence in organising and implementing the programme. High quality mentors who are very open.'*
- *'Meaningful experience. Learned about a mentee's situation that was new to me plus supported the community.'*
- *'Improved communication skills, better listening skills and loved the 'making assumptions' workshop.'*
- *'Gained more robust mentoring skills for myself. Built my network of colleagues within the mentoring group plus my network of young talent.'*
- *'This programme goes from strength to strength.'*

### Mentees

- *'Good mentoring sessions with my mentor. Useful workshops on relevant topics plus good opportunity to mix with mentees / mentors from different organisations.'*
- *'Gained a different perspective of work/career/life e.g. employee vs employer mentality, having more courage to ask for information and recognition/reward.'*
- *'Defining the image I wanted at work - my branding. Became more confident in my role and better understand my teammates and team dynamics.'*
- *'The programme was a life saver this year at a very pivotal time in my career where I had experienced huge disappointment and was fairly lost at what to do next.'*
- *'I would definitely recommend this programme to my peers.'*
- *'Learned skills they don't teach you at business school.'*

Protégé is 100% owned by Differentiate Pte Ltd (200612413N)  
10 Anson Road #12-14, International Plaza, Singapore 079903  
T: +65 6509 0768 M: +65 9363 3506  
E: [louiset@differentiatenow.com](mailto:louiset@differentiatenow.com) E: [louise.tagliante@protege.asia](mailto:louise.tagliante@protege.asia)  
W: [www.protege.asia](http://www.protege.asia)  
LI: [sg.linkedin.com/in/louisejtagliante/](https://www.linkedin.com/in/louisejtagliante/)  
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