



CRE-PF CREATE MENTORING GUIDE

1. What is Mentoring?

Mentoring can be described as a positive professional development relationship, built on an understanding of trust, to develop specific skills, confidence and self-reliance in the Mentee. Mentors are not required to have all the answers, instead, Mentors encourage and build Mentees' confidence to use and strengthen their existing skills, to develop informed views, identify important questions and consider solutions.

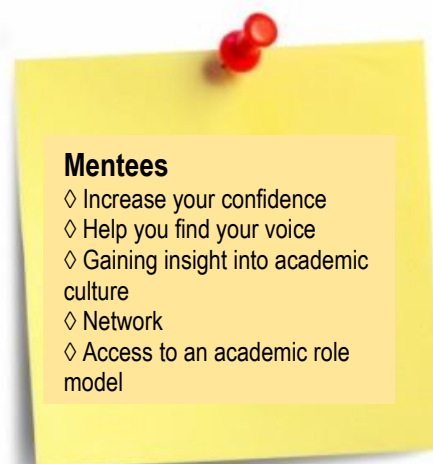
2. Objectives of the Mentoring Program

The Mentor Program offers CREATE fellows access to the mentorship of an existing full or affiliated member of the CRE-PF. Mentors provide Mentees with friendly and supportive advice as they negotiate their way as a new member of the CRE and CREATE.

The Mentoring Program seeks to:

- expand existing support offered to fellows at their own Institution and laboratory group;
- enhance the learning experience; and
- provide honest and unbiased feedback on issues relating to professional development.

3. What will I get out of this experience?



4. Assignment of Mentors

Students who are part of the CREATE Program will be assigned a Mentor, usually from the staff membership of the CRE.

5. Mentoring Meeting

- Regular face to face meetings will be held between the Mentor and Mentee at the Thoracic Society of Australia and New Zealand Annual Scientific conference and the Australian Rare Lung Disease Short Course.
- Mentors and Mentees may wish to arrange additional catch-ups, as required via video-feed, email, telephone.

6. What is required from the Mentoring Relationship?

- Respectful and courteous communication;
- Making attendance the mentor-mentee meeting a priority;
- Active listening, exploring ideas and sharing constructive feedback;
- Expressing views and perspectives on issues relevant to the CRE-PF, career progression etc and respecting alternative views;
- Ethical conduct that maintains confidentiality;
- Taking responsibility for your own development as a committee/board member.

7. Confidentiality

Confidentiality is essential to the mentoring relationship. In addition to confidential and sensitive matters relating to CREATE/CRE-PF, topics discussed between mentors and mentees include personal opinions or views, which must be respected and remain confidential. Confidentiality supports and fosters the environment of trust and willingness to be open, which is essential to the mentoring relationship.

8. FAQs (Frequently Asked Questions)

(1) Can I change mentors if I don't think my assigned Mentor is right for me?

Should the Mentor or Mentee wish to end the mentoring relationship at any time, they can do so by mutual agreement and should contact the CREATE Program Coordinator, to advise of this change. An alternative mentor may be arranged, depending on the time remaining on the student member's term and mentor availability.

(2) Is my Mentor my only point of contact?

Mentoring is just one element of the broader support available to CREATE Fellows. The CREATE PAC members remain a valuable point of contact for questions relating to CRE-PF developments and opportunities etc.

(3) If I have a question for my Mentor and cannot contact them, who can I talk to?

If a Mentee has a question and cannot get in contact with their Mentor, you can contact anyone in the CREATE PAC (see Contacts listed below).

(4) How long should a Mentoring Relationship last?

The Mentoring Program lasts until the end of the Mentee's fellowship. However, noting that mentoring often fosters professional friendships, Mentors and Mentees may wish to stay in communication beyond the end of the formal mentoring term.

(5) When and how often do I meet my mentoring partner?

Mentors and Mentees can meet either in person (preferable) or by email, zoom, skype or telephone. It is recommended that you meet in person, at least every second time. The location of mentoring meetings is up to the Mentor and Mentee to negotiate. For Face to face meetings, meeting rooms offer an interruption-free option, however, it may be preferable to meet in a more casual setting over coffee, or off campus, as agreed by both parties.

9. Concluding the Formal Mentoring Relationship

- If requested, provide feedback on the program; and
- Share any final guidance, comments and words of thanks to your mentoring partner/s.

10. Contacts:

CREATE Training Coordinator: Ms Jane Read: jane.read@newcastle.edu.au

CREATE Training Lead: Prof Darryl Knight: darryl.knight@newcastle.edu.au

CRE Investigator: A/Prof Tamera Corte: tameracorte@me.com

CRE Investigator Prof Alastair Stewart: astew@unimelb.edu.au

CRE Investigator Dr Lauren Troy: ltroy512@gmail.com