



LIV Mentoring

FAQs FOR MENTORS

Q. Who can be a mentor?

Mentors must be members of the LIV and hold or are eligible to hold a current practising certificate. Upon completing a Mentor Application Form, potential mentors will be invited to attend a Mentor Information Session and then be eligible to be included on the LIV Mentor Directory. Practitioners wanting to be a mentor but who do not hold or are ineligible to hold a practising certificate will be assessed on a case by case basis.

Q. Do I get paid for being a mentor?

No, mentoring is a voluntary role.

Q. Why should I become a mentor?

There are numerous professional and personal benefits to being a mentor:

- Increased job and personal satisfaction
- Share and develop your own communication skills and experience
- Contribute back to the legal profession

- Enhance feelings of self worth as a result of helping someone grow professionally
- Reflect on your own existing skills and practices
- Gain fresh perspective through challenging discussions
- Networking opportunities with other mentors
- Contribute to the development of professionals within the legal industry
- Build connections and friendships
- Opportunity to learn and grow through exposure to new ideas, problem solving, and discussions

Q. What is Ongoing Mentoring?

Ongoing Mentoring involves a mentor and mentee forming a mentoring relationship for the duration of the program. Mentoring relationships are designed to last 12 months. Mentors are eligible to have more than one Ongoing Mentoring relationship.

Q. What is “Informal” Mentoring?

Mentors who are available for Informal Mentoring can be contacted on a one off, or occasional basis to answer questions or discuss concerns of a mentee.

Q. I wish to be a mentor, how does the program work?

To become a mentor, please complete the following steps:

- Complete and return the Mentor Application Form.
- You will be contacted by the LIV and invited to attend a free Mentor Information Session.
- After attending the Mentor Information Session your profile will be included on the LIV Mentor Directory for LIV members and potential mentees to access.

The LIV Mentor Directory is reviewed and updated regularly.

You will be contacted annually at which time you may review your commitment.



Q. How do I know when the next Mentor Information Session is and how long will it go for?

Mentor Information Sessions are held throughout the year. Upon receipt of an approved Mentor Application Form you will be contacted by the LIV and booked into the next information session. The session will run for approximately one hour.

Q. How much time is involved in being a mentor?

Both Ongoing and Informal Mentors are expected to remain in the program for a period of 12 months. However, the type of commitment varies according to the type of mentor you wish to be. By committing to be an Ongoing Mentor, you agree to establish one, or more, Ongoing Mentoring relationships with a mentee(s).

As an Informal Mentor you may be contacted by various mentees during the course of the program to discuss issues and concerns.

Q. Are mentees matched with a mentor?

No. The LIV endeavours to find appropriate mentors in various areas of law and from all over Victoria. Mentees are expected to select their own mentor that suits their needs from the LIV Mentor Directory.

Q. What is the role of a mentor?

As a mentor you are expected to offer guidance and support to your mentee. Mentors should refer to the LIV website www.liv.asn.au/mentor for tips and guidelines. Your role as a mentor is dependent on the individual needs of your mentee and what you agree together will be your role. Mentors do not provide legal advice to their mentee.

Q. What does it take to be a good mentor?

Be flexible, take the initiative, and be responsive. Share relevant experiences, put forward questions, be encouraging and listen to your mentee.

Be responsive to your mentee's questions and comments. If you do not have the time to offer a full response shortly after you receive an email or telephone message, send a short message letting her/him know you will contact them when you have the opportunity.

Q. What does the LIV do to support the Mentoring relationship?

The LIV provides an information session for mentors as well as updated information and guidelines available on the LIV website www.liv.asn.au/mentor for both mentors and mentees. Mentors are also provided with an information pack which details the services of the LIV.

Q. What should I do if my mentee has questions that I cannot answer?

It is not uncommon for a mentee to raise issues that you are unable to answer. As a starting point, mentors are encouraged to refer to their information packs to determine if the LIV has an appropriate service which can handle the mentee's query. If you cannot find the appropriate service please contact LIV Mentoring on **9607 9565**.

Q. I no longer want to be a mentor, what do I do?

Contact LIV Mentoring on **9607 9565** or email mentor@liv.asn.au and request for your details to be removed from the LIV Mentor Directory. You will be asked to provide your feedback in an exit survey.

Q. Are there guidelines for initiating and sustaining mentoring relationships?

Yes. Guidelines are available on the LIV website at www.liv.asn.au/mentor.

Q. How often should we be in contact?

This varies with the needs of the mentee and the extent of the mentor's input. Initially you could set up short meetings or conversations quite frequently to get off to a good start and later meet less regularly or more frequently as required. Mentors, especially, should remember the importance of follow-up meetings.

Q. Is the relationship based on the mentee asking for help?

Yes, but not entirely! Mentors need to take their commitment seriously and be prepared to initiate meetings with their mentee.

Q. How do I end a mentoring relationship?

Not all mentoring relationships are productive. If you wish to end your mentoring relationship, we suggest you communicate your intention clearly to your mentee. If you no longer wish to be a mentor, contact LIV Mentoring on **9607 9565** or email on mentor@liv.asn.au and your listing will be removed from the LIV Mentor Directory.

Q. How long does the relationship last?

Ongoing mentoring relationships are expected to last 12 months.

Q. I cannot meet face to face with my mentee, what should I do?

You do not have to meet face to face with your mentor/mentee. You may communicate via phone calls, emails or occasionally face to face. A mentor can offer their advice and guidance without having to meet a mentee face to face. Mentees are encouraged to be mindful that mentors are very busy professionals and may not be able to meet regularly via face to face. Parties are encouraged to discuss their commitment and availability upon forming an ongoing relationship.

Q. Will the LIV provide me with an opportunity to give feedback about my experience?

Yes. The LIV will contact you throughout the year to ask you to answer some questions about your experience and get your ideas about strengthening the program.