



MENTORING REQUEST FORM 2023

Applicant Details

Name:	
Company:	
Department:	
Title/Role:	
Work Phone:	Mobile:
Email:	
Length of Tenure	
Manager's Name:	
Manager's Details:	Mobile:
Email:	

REASON FOR APPLICATION (100 words or less) – To be completed by Applicant

What outcomes are you seeking: Why would you like this investment of resource be made in you? Where do you see yourself in 5 years?

AREAS OF DEVELOPMENT (please tick) – This helps us with the Mentor matching process

- Sales
- Marketing
- Production/Operations
- Management
- Leadership
- Other (please specify) _____

SUPPORT OF APPLICATION – To be completed by Manager or Senior person at place of employ

What would be your ideal outcome from this program? Is this individual a high potential? Is this individual a flight risk? Is this individual identified as part of a succession plan? Are there areas of development, other than the above, you would like us to include in our program?



FSAA Mentoring Program - Tips

Making the most of your mentoring experience

- Planning and preparation are crucial for you to get the best of your sessions
- Carefully consider why you need a mentor and what you wish to achieve through the relationship
- Allocate sufficient time for preparation in between each mentoring dialogue and be dedicated to the process
- Be proactive, own the process
- **You** are responsible in driving the mentoring relationship
- **You** need to set goals, develop action plans and follow through on them independently
- You will exercise your own judgment in light of advice from your mentor
- You need to accept full responsibility for your own actions and plans
- It is not an expectation that the mentor is subsequently required to find you a job or to be your promoter
- You are required to take an active role in reviewing both progress and the mentoring relationship
- Be open to challenge and feedback
- Be open to new learning and feedback
- Be open to being challenged and having your assumptions questioned
- Maintain respect and manage expectations
- Maintain a professional relationship with the mentor, accept your mentor is a more experienced colleague and not a personal counsellor
- Have realistic expectations of the mentoring relationship and the availability of the mentor
- Maintain the confidentiality of discussions, except where agreed



FSAA Mentoring Program – Tips (cont'd)

Other Tips

- Meet with your mentor at mutually agreed times
- Drive the mentoring relationship by deciding which issues and concerns you wish to discuss. Mentoring discussions can be held face to face, via Zoom or over the phone
- Go to meetings with an agenda of what you would like to discuss
- Keep the relationship informal and open.
- Be open to constructive feedback and keep your mentor advised of subsequent courses of action, where appropriate.
- Make effective use of your mentor's time by having focused sessions, at times it is advantageous to send your mentor the agenda prior to meeting
- Remember that the mentor is giving his/her time and advice freely, but also are a very busy industry professional – stick to your set times

Advantages of being mentored by an industry professional

- The opportunity to learn from an acknowledged leader in the Foodservice industry
- The opportunity to make your own decisions based on what is learned
- Expanded career development and advancement potential
- Working with someone who can understand the issues you face



Foodservice Suppliers Association Australia Inc.