



# Buddy & Mentoring Program

CASS Human Resources  
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**CSIRO ASTRONOMY & SPACE SCIENCE**  
[www.csiro.au](http://www.csiro.au)

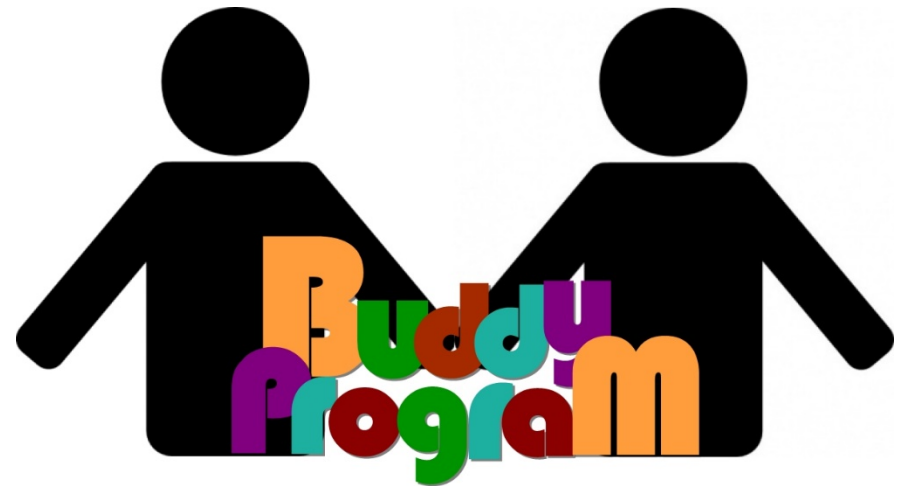


# How does the Buddy Program work?

## Aim of the Buddy Program

Having a buddy at work can make a huge difference to the speed at which new starters manage to settle into the role, the Business Unit and the Organisation. Just knowing there is someone else there to help the new starter assimilate into their new environment and team can reduce the nerves of those first days and weeks, and enhance the overall new starter experience.

**CASS recommends allocating a buddy for any new starter.**



# The Role of a Buddy

A good buddy is someone who is prepared to be:

- A contact
- A friendly face
- An informal source of information for the new starter
- Someone who knows how things work across the organisation and is prepared to share their experiences

Buddies therefore play an integral part in the induction process by:

- Introducing the new starter to CASS members
- Providing information on the Business Unit culture
- Assist the new starter in settling into their new role



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# Benefits of a Buddy

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Be available to answer immediate routine questions of a general nature

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Provide information on how the working area operates, along with its policies and procedures, and where to go for other sources of information

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Enable new employees to become knowledgeable about CSIRO

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Reduce the initial confusion and potential uncertainty that new starters can sometimes feel

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Potentially increase the new starters self-confidence allowing them to feel welcomed to CASS

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Guide the new starter in many situations based on their own individual experience and knowledge obtained in the work environment.

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# What is Mentoring

‘A process in which one person (the mentor) is responsible for overseeing the **career and development** of another person (the mentee) **outside** the normal manager/subordinate relationship.’

(Collin, 1979)

‘Offline help from one person to another in making significant **transitions in knowledge, work or thinking.**’

(Megginson & Clutterbuck, 2005)

‘Implicit in all successful relationships is **trust**. It is the basis of mentoring and both parties **must agree to confidentially** for trust to grow.’

(McCarthy, 2011)

‘A mentor **provides advice** to the a mentee, listens, encourages, inspires, takes an interest, shares time, gives attention and clarifies direction.’

(McCarthy, 2011)



# Role of the Mentee

- Identify clear objectives
- Create goals
- Provide suggestions for activities
- Seek guidance and advice
- Be open and honest
- Accept responsibility for your actions and decisions
- Complete tasks and projects
- Maintain confidentiality
- Demonstrate commitment



# Role of the Mentor

- Facilitate the mentee's professional and personal growth by:
  - - Giving advice and guidance and acting as a coach
  - - Act as a sounding board for ideas/concerns
  - - Encouraging mentee to explore options
  - - Listening to the mentee
  - - Confronting negative behaviours
- Assist the mentee to extend their professional networks
- Share your experiences and learnings
- Maintain confidentiality
- Demonstrate commitment



# Mentoring Activities

Suggested activities include;

- Formal/informal networking
- Job shadowing
- Share recent successes
- Share a current challenge
- Discuss career aspirations (5 year plan)
- Role play social situations
- Swap resumes
- Provide written and/or oral feedback
- Share professional/personal literature
- Invite mentor to networking events/client meetings (if relevant)



- Let your Manager know if you'd like to be involved.
- Contact either Patricia or myself (HR) if you'd like more information.
- Any questions?



# Thank you

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