



Mentoring Program

Connect



**Actuaries
Institute**



Background

The establishment of the Actuaries Institute's Mentoring Program originates from the Leadership and Career Development Committee's Terms of Reference which includes "...establishing mentoring programs and/or promoting the use of mentors".

There is substantial evidence that mentoring improves the communication skills of both mentors and mentees as they share advice, knowledge, and experiences. Actuarial training traditionally tends to have a lesser focus on soft skills, so developing improved communication skills is particularly valuable as you progress through your career.

Purpose

The Program is open to all Institute Members and aims to link mentors and mentees, provide support, training, and networking opportunities, to help deliver maximum benefit for both participants at various stages of their career.

For instance, Members who have recently qualified can mentor graduates, those Members at the mid-point of their careers could mentor recently qualified actuaries and senior actuaries could mentor 'mid-career' actuaries.

Mentoring is not a one-way street, it is reciprocal in that mentors often report that they have learned from their mentees and have enjoyed hearing a different perspective.

The Institute also encourages Members to find mentors outside the program and outside the profession.

Benefits for mentees

- ▶ You get personal advice, assistance and perspective from a professional role model, inside or outside your immediate business environment.
- ▶ It's a chance to improve your communication and interpersonal skills – especially useful when it comes to dealing with more senior colleagues and clients.
- ▶ You'll add greater experience and diversity to your professional network.
- ▶ You earn CPD points.

Orientation Sessions

Designed primarily for mentees, the presentation is intended to provide information, guidance and clarity about the roles, responsibilities and expectations of mentors and mentees. It includes:

- ▶ an overview of the program;
- ▶ the level of commitment expected (time, energy and flexibility);
- ▶ expectations and restrictions (accountability);
- ▶ a description of eligibility, application and the matching process;
- ▶ benefits, rewards, CPD; and
- ▶ a guide on how to find mentors.

Networking drinks follow the presentation.



Benefits for mentors

- ▶ Experienced actuaries can further develop soft skills that are career-enhancing – including communication, listening and empathy skills.
- ▶ Mentoring can be a great source of personal and professional satisfaction.
- ▶ You'll hear a different voice – mentoring gives you access to a different perspective on society, business and the profession.
- ▶ You earn CPD points.

Training for Mentors

Mentor Skills Workshop

To ensure consistency and best practice in the mentoring process, a mandatory workshop is held for all mentors to learn about mentoring and what it takes to be a mentor. By completing the workshop mentors are equipped with a framework to assist them in their mentoring relationship(s).

The Workshop is also open to Members who have not committed to the Mentoring Program but who would appreciate guidance on the role of mentor.

It's an interactive workshop session and is best completed as live delivery. However, so that it is accessible, especially for interstate or international Members, the workshop is recorded and made available via webinar (PC-only).

Support

The Mentoring Program is managed and supported by the Mentoring Program Working Group and the Communications and Marketing Team at HQ. It is sponsored by the Institute's [Leadership and Career Development Committee](#).

The timing and duration of mentoring session(s) is agreed between the mentor and mentee – a one-hour meeting per month is a great starting point.

The length of the mentoring relationship is dependent on the achievement of agreed goals and is expected to be 12 months, with a minimum of six months. After the mentoring relationship formally ceases, both participants can choose to continue meeting at their discretion, outside of the program.

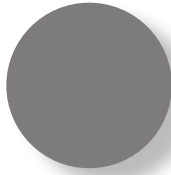
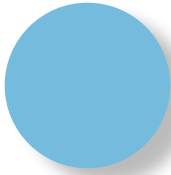
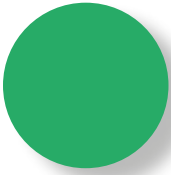
Recognition

CPD

Participating in the Mentoring Program is recognised in the CPD Categories and Points Table. Mentoring, coaching or tutoring in the actuarial profession is recognised in the Development category and carries a point value of three points for each hour delivered or received.

Professional Conduct

It is possible that during your wide-ranging conversations that professional issues may arise, either with regards to conflicts of interest, confidentiality or broader questions of conduct. Please re-read the Actuaries Institute [Code of Professional Conduct](#) so that you are well-equipped to deal with any potential issues.



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