

CA



THE INSTITUTE OF
CHARTERED ACCOUNTANTS OF SRI LANKA

AUSTRALIA CHAPTER



MENTORING

CA Sri Lanka Australia Chapter

Members Mentoring Program

Information Pack

Information Pack

For further information contact:

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Become a Chapter Member: [Membership Registration Form](#)



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Background

The Mentoring Program of CA Sri Lanka Australia Chapter Members was initiated with the objective of helping chapter members develop and improve their existing skills, while also providing career guidance. This program allows members to connect with other experienced members in the Chapter and enhance their knowledge.

Besides providing a platform for skill enhancement of the mentee, the program provides an excellent opportunity for mentors to engage with the profession and shape future business leaders, thereby further enhancing their own skills.

The act of mentoring is a highly transformative experience that aims to provide support for the mentee. However, it goes beyond that to provide an opportunity of conferring both personal and professional benefits to both parties involved.

Being a mentor is a satisfying experience that usually comes with advantages such as the positive effects of volunteering, the joy of aiding receptive colleagues, and the recognition that comes with making a meaningful contribution. Additionally, a mentor may experience the benefits of reverse mentoring, where they learn new skills or refine existing ones through their interactions with the mentee.

Objectives and Benefits

The objective of this program is to support members to develop new skills and enhance existing ones and provide opportunities to connect and network with experienced members.

Benefits for mentees:



Guidance and support from an experienced CA member in the industry



Networking opportunities



Receiving feedback and guidance



Skills development and personal growth



Guidance on career planning

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Benefits for mentors:



Contribute back to the profession and career fulfillment.



Provide fresh perspectives and stay abreast of emerging issues relevant to the profession.



Enhance leadership and communication skills



Share knowledge and expertise of a particular field or industry



Enhance professional standing and personal satisfaction

Overview of the Program

Eligibility: *The mentoring program is open to all members of the chapter who are interested in participating. Mentors will also be members of the chapter and will be recruited to this program through an expression of interest and thereafter trained by the Member Support Committee of this chapter.*

Duration: *The mentoring program will run for a period of 6 months, with mentors and mentees meeting on a regular basis (at least once a month). However, with mutual agreements between mentor, mentee, and the Member Support Sub Committee the duration can be extended for a maximum of 12 months.*

Execution of the program: *The Mentoring Program will be administered and managed by the Member Support Committee with the support from the Office Bearers of the Chapter.*

Application Process: *Mentees and Mentors will be added through an Expression of Interest (EOI). Mentees and Mentors will be required to complete an Expression of Interest (EOI) application form to assess their eligibility for the Program and to also collect details about what they are looking for in a mentoring partner. The Link to this EOI form is provided in this information pack.*

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This application form will be used to identify a suitable mentor, so it is important that you include as much detail as possible, including the goals you hope to achieve by participating in the program. Mentors will also complete a detailed EOI that outlines their areas of expertise, the areas they feel they have knowledge to share and the level of experience they would like their mentee to have.

Management of the Program: *The Chapter Member Support Committee will pair up prospective Mentees and Mentors based on mentees' objective, Mentor's specialization, and time availability. Once the pairing is finalized, an introductory email will be sent to the respective mentor and mentee by the secretary of the Chapter. The participants will be required to sign the Code of Conduct of this program before starting their meetings.*

All registered Mentors will undergo a Mentor awareness session conducted by the Member Support Sub Committee.

Each pair should schedule calls or face to face sessions based on their availability and convenience. Mentors and Mentees are left with the freedom to provide their feedback to the Chapter at their own will.

Roles & responsibilities

Mentees

- *Set clear goals about what they want from the program and track progress towards achieving them.*
- *Read and abide by the Code of Conduct.*
- *Take responsibility for the success of the relationship by booking meetings and catch-ups.*
- *Respect their mentor's time and also their own. Mentees are expected to give this program their full attention and commit enough time to achieve the best outcome.*
- *Prepare in advance for meetings to ensure maximum benefit from the experience.*
- *Respond to the mentor and Member Support Sub Committee in a timely manner.*
- *Complete the short surveys.*
- *Advise the Member Support Sub Committee immediately if there are concerns or if circumstances change, and the mentee is no longer able to fulfill the responsibilities.*

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Mentors

- *Be available and accessible to the mentee according to the meeting frequency guidelines of this program. Understand that, if the mentor cancels or postpones meetings frequently, the mentee may get the wrong signal and they might give up trying to contact the mentor.*
- *Read and abide by the Code of Conduct.*
- *Listen more, talk less.*
- *Mentors may not always have answers to the mentee's questions, and that is acceptable.*
- *Don't go beyond the bounds of one's experience or expertise.*
- *Respond to the mentee and the Member Support Sub Committee in a timely manner.*
- *A mentor's role is that of a trusted advisor in any situation. Anything that is shared within sessions should be dealt with confidentiality.*
- *Advise the Member Support Sub Committee immediately if there are problems or circumstances change, and if mentors are no longer able to fulfil responsibilities.*

Confidentiality

All discussions between mentors and mentees are confidential and shall not be disclosed to any third party without the express permission of both parties.

Termination

Either the mentor or mentee may terminate the mentoring relationship at any time by notifying the Member Support Subcommittee of the chapter in writing.

Expression of Interest form

Please use the below links to submit your expression of interest to participate in this program.

[Registration form](#)

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Annexure

Mentoring Program's Code of Conduct

As a mentor or mentee of this Mentoring Program, we hold ourselves to the highest standards of conduct and professionalism. We strive to maintain a respectful and constructive mentoring relationship that fosters an environment of growth and development for both the mentor and mentee.

The Mentoring Program is not a substitute for structured learning of the respective disciplines as a CA nor should be used to sign off "Your experience" requirement. In applying for, and participating in, the CA Sri Lanka Australia Chapter Mentoring Program ("Mentoring Program"), as either a mentee or mentor, you agree to adhere to this code of conduct (Code of Conduct) at all times. Failure to do so may result in your participation in the Mentoring Program being terminated.

1. Confidentiality: We will maintain the confidentiality of all discussions and information shared between the mentor and mentee and will not disclose any confidential information without the express permission of the other party.
2. Respect: We will treat each other with respect, courtesy and kindness, and will refrain from making derogatory, judgmental or discriminatory remarks.
3. Professionalism: We will maintain a professional and ethical approach in our mentoring relationship and will adhere to all relevant professional standards and guidelines.
4. Commitment: We will make a sincere and sustained effort to attend all scheduled mentoring sessions and communicate in a timely manner any issues that may affect our participation.
5. Feedback: We will provide constructive feedback to each other and will be open to receiving feedback in a respectful and non-defensive manner.
6. Conflict Resolution: We will work collaboratively to resolve any conflicts that may arise during the mentoring relationship and will seek guidance from the program administrators if necessary.
7. Conflict of interest- Mentors and mentees agree to disclose to each other and to the Member Support Committee any conflict of interest or potential conflict of interest relating to the mentoring relationship.

As participants in the Mentoring Program, we agree to uphold this Code of Conduct and to promote a positive and supportive mentoring experience for all.