

The background of the entire page is a photograph of two men in a professional setting. The man on the left, who has a beard, is holding a tablet and looking at it. The man on the right is holding a stack of papers and looking towards the tablet. The image is overlaid with a semi-transparent blue layer that features a wavy, textured pattern. The word "MENTORING" is printed in large, white, all-caps, sans-serif font across the middle of the image.

MENTORING

MENTORING BENEFITS

The benefits of the **RIMPA Mentoring Program** which provides you with a “Personal Information Guidance Companion” include:

- Learning from skilled mentors to reach your personal goals
- Increase your skills and knowledge
- Expand your networking reach
- Increase your profile in the records management industry
- Identify and plan self-development
- Share new ideas
- Receive articulate knowledge
- Develop professional confidence
- Reflection of your own experiences
- **RIMPA** membership (if not already a member)

MENTOR SKILLS

The RIMPA Mentoring Program is now formally controlled, offering mentors who are experienced in both records management and those additional skills that are now required to be an effective Records Management professional. Each mentee is partnered with a primary and secondary mentor to ensure that the right skills are available to each mentee as required.

The program refers to all topics and issues relating to records management including but not limited to:

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| • Records Management Fundamentals | • Records Management Training Development |
| • Information Management | • Privacy of Information |
| • Document Management | • Access to Information |
| • Thesaurus and Classification Skills | • Information Security |
| • Digitisation of Records | • eDRMS Implementation |
| • Archiving | • Project Management |
| • Records – system migration | • Cloud Services Advice |
| • Decommissioning of Systems | • eDRMS Evaluation |
| • Change Management | • Recordkeeping Compliance |
| • Marketing Records Management | • Governance Frameworks |
| • Development of Policies and Standards | • Strategic Planning |
| • Information Architecture Advice | |

MENTOR PROGRAM DELIVERABLES

The **RIMPA Mentoring Program** provides each mentee:

- Initial orientation session between mentor and mentee to determine capability and agreed objectives
- Mentee action plan - To determine activities that ensure mentoring goals are met. The mentee will complete the plan with help from the mentor
- Mentoring log - The mentee and mentor should record their meetings and activities to show progress achieved and assist with end-of-program feedback
- Phone and email access to your mentors as required throughout the agreed subscription period. (expected 10 -12 hours)
- Assessment and editing of up to four documents per year developed by yourself relating to your role and or records management
- Provision of additional resource material outside of that offered on the RIMPA members website.
- A list of recommended links to be provided in relation to current trends and preferred contacts for general information

MENTOR PROGRAM EVALUATION

- At the mid- point of the program (6 or 3 months after commencement) mentees and mentors are to complete the mid-point evaluation form
- Overall program evaluation between mentor and mentee
- Follow-up evaluation three months after the completion of the program to measure the success of the program
- Mentor graduation ceremony to be held in conjunction with the annual RIMPA Live Conference

PROGRAM COSTS

Membership Type	6 Month Program	12 month Program	Extended Program – 6 months	Extended Program – 12 months
Individual Member (no professional status)	\$400	\$650	\$350	\$500
Professional Member	\$350	\$500	\$300	\$400
Corporate	\$700	\$1100	\$600	\$900
Student (Full time only)	\$200	\$300	\$150	\$250
Non Member	\$1600	\$2300	\$1400	\$2000