

Learn in Five | Mentoring

About this Mentoring Education Solution



Learn in Five!

5 minute learning bytes

About the Learn in Five | Mentoring Playlist

Welcome to the Mentoring series of videos in Learn in Five. This series includes the following video topics:

- Leading the Way as a Mentee
- Leading the Way as a Mentor
- Gaining Agreement in your Mentoring Partnership
- Creating Mentoring Objectives
- Balancing the Mentoring Conversation
- Taking Care of the Mentoring Partnership.

Each video is 5-6 minutes in length and includes a comprehensive set of resources to download, including a full audio transcript. The Mentoring series of videos in Learn in Five are designed to help both mentees and mentors to:

- Understand the roles of mentee and mentor
- Identify the key steps to gaining agreement in a mentoring partnership
- Design a practical series of mentoring objectives/goals
- Keep the mentoring conversation on track and moving forward
- Build and monitor a successful mentoring relationship.

The videos provide an excellent platform for both formal mentoring partnerships AND informal mentoring partnerships to commence, manage and close a successful mentoring partnership. Plus—you don't have to wait to schedule education sessions—as this is available via your organisational intranet or membership website—it's available 24/7.

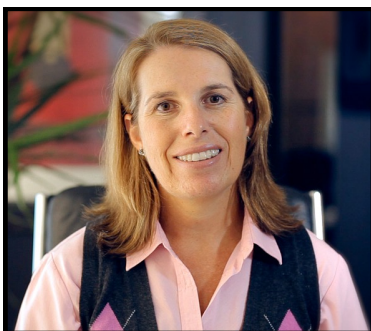
Technical Requirements

We use a unique video system that enables us to provide your IT representative with the HTML code to embed into your organisational intranet or membership website. What this means is that once the HTML code is embedded into the nominated website page and then published, your end users can use the video library. You are not required to host the video library as this is taken care of at our end. End users will require audio and the ability to open a PDF document (and print this).

As part of the implementation process, we provide your IT representative with a set of test code. This ensures that we can identify any questions and have these confirmed, prior to the provision of the final set of code. Pending the design of your logo—we can also embed this into the video player.



About Gilly Johnson—your Learn in Five (Mentoring) Host



Gilly Johnson is an Australian mentoring thought leader and the Director & Founder of the Australian Mentor Centre. A passionate advocate for success in mentoring, Gilly presents her videos in a friendly and informative style, with practical and comprehensive accompanying resources. Gilly has tertiary qualifications in education, adult education, professional development, and instructional design, and a strong network of mentoring colleagues both locally and internationally. Gilly is also involved with the International Standards for Mentoring Programmes in Employment. She has spent the last 11 years devoted to pursuing her knowledge in mentoring, and along the way has helped thousands of people to learn more about how to implement successful mentoring programs and create meaningful mentoring partnerships.

If you would like to order—please sign and return the Terms and Conditions and we can then commence implementation of your Learn in Five Mentoring Playlist—we look forward to welcoming you as a customer of the Australian Mentor Centre.

Terms and Conditions

The Australian Mentor Centre takes seriously its approach to use and access of the Learn in Five Licenced Products. We ask that you read our Terms and Conditions below and sign to accept the conditions as part of your purchase. On receipt of a signed Terms and Conditions, we will forward your invoice for payment, and upon receipt of payment will commence the implementation of your selected Products. We welcome you as a new customer of the Australian Mentor Centre and look forward to a meaningful business relationship in supporting you to achieve success in mentoring.

Product Selections

This product selection is for the following Learn in Five product:

- Learn in Five | Mentoring Playlist** at a licence fee of \$1950 plus gst for Year 1, and 20% of this fee thereafter on an annual basis for ongoing access and revisions.

Agreement Parties and Company Size

This agreement is between: _____ [insert company name] and the Australian Mentor Centre. We acknowledge that our company size/format is:

- 1-500 personnel
 501 plus personnel
 Not for Profit
 Educational Institution (eg. TAFE or University)

Terms and Conditions

You ('Purchaser and user of the Products') accept and acknowledge that the Australian Mentor Centre ('Supplier') retains all intellectual property rights, including copyright, in the Learn in Five Products ('Product(s)') supplied by the Supplier under this Purchase Agreement. The Supplier grants the Purchaser a non-exclusive right to use the Products to support **internal mentoring programs and activities**. In using the Products to support your internal mentoring activities, you agree to and understand the following usage limitations:

1. **No Products provided to you are to be located in electronic or other format on a public website**, either that of your own organisation OR any related organisation. Please note that we will review your public website on a periodic basis to confirm that you are adhering to this condition. If you are in breach of this, we will contact you immediately to request removal. The Products are for use on your **internal company intranet OR password protected membership website only**.
2. **Products are supplied to the Purchaser** in the form of an electronic video library that is embedded onto an organisational intranet AND/OR membership website. **No Products**, either video or PDF, are to be edited or varied as part of the licence agreement.
3. **You are not to provide electronic or paper copies of any of the Products outside your organisation or work unit** (eg. to another Mentoring Program Coordinator in another organisation or separate legal entity) with the intent of another organisation using the Products to support their own mentoring activities. This also includes Associations or not-for-profit organisations that have different state offices. We ask that you refer interested organisations and individuals to the Australian Mentor Centre to purchase their own Products.

Terms and Conditions (contd)

4. **You acknowledge that payment for the first annual year of licence is required prior to the Products being made available to you.** The **Supplier reserves the right to vary the associated fees with the Products.** However, all such fee variations will be conducted in an ethical manner and with full consultation to the Purchaser. Further you acknowledge that your licence fee consists of the following:
 - **Initial annual service fee** – 100% payable prior to Products being made available
 - **Ongoing annual service fee** – 20% of the first annual service fee total, provides ongoing access to the Products and includes support, updates and improvements to the Products. This payment falls due on the annual expiry date and is payable on the due date.
 - **All services fees are ex gst.**

5. The **starting date for your licence** will be the day that the Product is functional on your internal company intranet or password protected membership website. This date will be the annual renewal date for your licence fee.

6. The **licence fee for the Learn in Five Products is an annual licence for use and access of the Product.** In the event that a Purchaser requests to cancel the service the following cancellation terms will apply:
 - Cancellation of the licenced product must be received in writing 30 days prior to the cancellation taking effect.
 - A refund of 25% of the annual fee paid for the year in question will be paid within 30 days of the Product being withdrawn from the Purchaser’s internal company intranet or password protected membership website.

In signing below, **you acknowledge and accept the above Terms and Conditions.**

Organisation		Organisation	Australian Mentor Centre
Name		Name	Gillian Johnson
Signature		Signature	
Position		Position	Director & Founder
Date		Date	

Please sign and return the Terms and Conditions (both pages) by one of the following methods:

1. Scan and email to gilly@australianmentorcentre.com.au
2. Fax to 03 86777 1140
3. Post to Australian Mentor Centre, Level 1, 1 Queens Road, MELBOURNE VIC 3004