

# Corporate Mentorship Program

Mentoring  
Handbook 2020/21

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## **Introduction**

This handbook was created to assist those mentees who were wanting a little more structure to their mentoring experience. Ideally, the mentee and mentor would review the first nine pages of this handbook together, and then the mentee would independently use the Mentorship Meeting Reflective Log section. Use of this handbook is not mandatory. Nothing in this handbook is to be handed in to the Program Coordinator.

## **What is mentoring?**

The Corporate Mentorship Program involves a trust relationship in which the mentor invests time and effort to enhance the mentee's growth and professional development by sharing knowledge, experiences and perspectives. The mentor guides and supports the mentee through their learning journey of self-awareness, discovery and development, facilitating independent thinking, creativity and problem-solving geared towards achieving personal and organizational success. The program enhances leadership at all levels in the public service.

## **Role of the mentor**

The mentor is not a counsellor or a social worker, and will be correct in suggesting the services of EFAP if such issues arise throughout the mentorship match. The mentor is not a career sponsor and participation in the program does not guarantee upward career progression. In an effort to support the mentee's growth and development the mentor will offer appropriate advice and guidance and give constructive feedback.

## **What is expected of mentors?**

- Support the development of the mentee by providing coaching and feedback.
- Review and understand the mentee's profile and action plan.
- Share knowledge, experience and perspectives while fostering learning by listening and asking questions.
- Acknowledge the mentee's accomplishments and be open to feedback from the mentee,
- Learn from the mentee

### **What is expected of mentees?**

- Commit to your career and professional development.
- Drive the mentorship partnership (i.e. set up meetings, pre-determine meeting topics, etc.).
- Clearly identify developmental goals and priorities for the partnership.
- Prepare in advance for mentorship meetings and be respectful of the mentor's time.
- Ask questions and listen.
- Be open to feedback and different ways of thinking.

### **What is the time commitment?**

- Discuss with your supervisor how your participation in the program will link to the learning objectives in your work plan, before submitting a signed approval form.
- Prepare for mentoring sessions.
- Commit to a minimum of two hours contact per month (face-to-face, phone call, video conference or Skype).
- Attend the launch and orientation session at the beginning of your match.
- Attend the Corporate Mentorship Program's learning and networking events when you can.
- Complete the 8-month mentorship with your match.

## Confidentiality Statement

The partnership between the Mentor and the Mentee is based on confidentiality and trust. This means that anything discussed between them when they are in the Mentoring relationship is private and that the Mentor/Mentee will not repeat any conversations to other people.

There are certain exceptions to this, and it is important that these are recognized and agreed at the start of the partnership.

- If both partners agree that the Mentor can speak to someone else about an issue or problem. They will agree who the Mentor will speak to, including, but not limited to the Program Coordinator at [mentorship@gov.sk.ca](mailto:mentorship@gov.sk.ca);
- If the Mentor believes that there is a risk of harm to the Mentee, any other person, or the Government of Saskatchewan based on something that the Mentee has said, or that a crime has been or is going to be committed. In any of these cases the Mentor will be obliged to report the issue to the Program Coordinator at [mentorship@gov.sk.ca](mailto:mentorship@gov.sk.ca).

**Signed:**

**Mentor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mentee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*For your records only*

## Code of Conduct Statement

As Government of Saskatchewan employee we are all bound to the Commitment to Excellence and Our Core Values. All mentorship interactions should be in keeping with those values.

The Saskatchewan Public Service Vision: The Best Public Service in Canada

### OUR COMMITMENT TO EXCELLENCE

Dedicated to service excellence, we demonstrate innovation, collaboration and transparency, practice effective and accountable use of resources and promote engagement and leadership at all levels.

### OUR CORE VALUES IN ACTION

#### TO SHOW RESPECT AND INTEGRITY WE:

- Speak truthfully
- Communicate clearly and consistently
- Value all opinions
- Listen to others
- Keep commitments

#### TO SERVE CITIZENS WE:

- Understand the needs of those we serve
- Continuously improve
- Consult and engage
- Reduce barriers to access
- Exceed expectations

#### TO PRACTICE EXCELLENCE AND INNOVATION WE:

- Invest in employee development
- Create a supportive environment to encourage new ideas
- Take responsible risks
- Strive to be the best
- Celebrate success
- Are accountable
- Consider safety in all we do

#### TO ACT AS ONE TEAM WE:

- Work collaboratively
- Speak with one voice
- Are supportive of one another
- Share knowledge, information and resources
- Are inclusive



Signed:

Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Mentee: \_\_\_\_\_

Date: \_\_\_\_\_

*For your records only*

## **First Meeting Idea's**

1. Go through this handbook – ensure both mentee and mentor are clear on their roles and get sign off on both the confidentiality and code of conduct.
2. Discuss mentees goals for mentoring.
3. Discuss future meeting logistics (i.e. days/times/locations that work best to meet, how the mentee should proceed with booking time into the mentor's schedule, etc.).

## **Examples of conversation starters**

- What are your career goals?
- Tell me a story from you career that has left an impact on you.
- What are your career challenges?
- What does success look like to you?
- What is the best leadership lesson you have learned and why?
- How and where do you find inspiration?
- What are you reading at this time?
- Who has been your best boss and why?
- What keeps you up at night?
- What is your greatest accomplishment to date?

## Sample Topics for Future Meeting

It is expected that your goal for mentorship will guide your conversations along the way, however, if you are not finding the conversation flowing organically here are a few topics (and associated articles) you may opt to discuss:

1. Work-life balance  
<https://www.thebalancecareers.com/work-life-balance-1918292>
2. Personal Leadership Style  
[https://www.mindtools.com/pages/article/newLDR\\_84.htm](https://www.mindtools.com/pages/article/newLDR_84.htm)
3. Career Goals/Career Path  
<https://www.forbes.com/sites/kensundheim/2014/05/12/the-importance-of-setting-firm-career-goals/#5f8127537c6d>
4. Discuss your biggest challenges at work  
<https://www.learning-mind.com/perseverance-in-achieving-success/>
5. Our personal values at work and our corporate values  
<https://www.thebalancecareers.com/identifying-your-work-values-526174>
6. The importance of Emotional Intelligence and self-awareness  
<https://psychcentral.com/lib/what-is-emotional-intelligence-eg/>
7. Employee engagement – am I engaged and how do you do it?  
<https://www.forbes.com/sites/glennllopis/2015/02/02/6-things-wise-leaders-do-to-engage-their-employees/#4d80db9c7f5d>
8. Diversity and inclusion – what does that really mean and how can I support it  
<https://www.bizjournals.com/orlando/news/2019/04/16/why-inclusion-is-good-for-business-and-how-it.html>

## Free Tools

These are not mandatory, however, if you were interested in doing a few assessments or exercises together these might be worth a look:

1. Free Emotional Intelligence assessment tool  
<https://www.mindtools.com/pages/article/ei-quiz.htm>
2. Free Personality Type (Jung Typology) assessment tool  
<http://www.humanmetrics.com/cgi-win/jtypes2.asp>
3. Cultural Insights tool – might be interesting to look at together if you are a cross-cultural match and discuss the cultural norms noted  
<https://www.hofstede-insights.com/product/compare-countries/>
4. Honey and Mumford learning style quiz <http://resources.eln.io/category/online-quizzes/>

## Mentorship Meeting Reflective Log

*The purpose of this log is to take a moment to reflect on your mentorship meetings and track what stuck out to you as particularly meaningful or important.*

### Meeting 1

Date:  Location:

Topic for discussion:

Take away from meeting:

### Meeting 2

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 3**

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 4**

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 5**

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 6**

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 7**

Date:  Location:

Topic for discussion:

Take away from meeting:

**Meeting 8**

Date:  Location:

Topic for discussion:

Take away from meeting: