

Mentoring Overview and Guidelines

What is mentoring?

Mentoring relationships involve more than just having a chat over a cup of coffee. Before entering into a mentoring relationship, it is important to have an understanding of the expectations and outcomes.

Mentoring is a relationship where an experienced person guides another's development by sharing, supporting and planning to help achieve goals. It exists outside of the usual performance reporting lines: mentors typically are not direct supervisors or managers of the mentee.

Mentoring is not normally part of your job but if you are part of a formal mentoring program at your place of employment, you will need to send your company guidelines.

Why get involved?

Benefits for mentees:

- increased support and professional inclusion
- great professional networking opportunity
- professional guidance towards achieving long term career goals
- opportunity to discuss issues/soft skills with a non-supervising engineering or applied science technologist or technician
- qualifies as a Continuing Professional Development (CPD) activity under the peer and professional interaction category

Benefits for mentors:

- chance to foster the next generation of technologists and technicians
- occasion for reflection, to develop new skills and be further energized in their work
- opportunity to share a wealth of experience
- qualifies as a Continuing Professional Development (CPD) activity under the peer and professional interaction category

What is the goal of the mentoring relationship?

Setting goals is critical to the success of the mentoring partnership. Goals give the partnership a distinct purpose and help organize and articulate expectations. Well-defined goals help determine the work done together, maintain the focus of the relationship, and once accomplished, signal the achievement of what was set out.

How much time is involved?

Mentoring is a partnership and requires dedicated time (a minimum of 3 hours or 3 meetings over a 6-month period, as additional time is required to prepare for mentoring session). A key aspect of establishing a mentor relationship is defining expectations about contact time. Discuss how long the relationship will last and how closure will be determined.

Regular, ongoing contact is one of the most important building blocks for successful mentoring. Agree to meet on a regular and ongoing basis and avoid cancelling appointments. Mentoring can be face-to-face or through another means, for example Skype.

What are the responsibilities of a mentor and a mentee?

The primary purpose of the mentoring relationship is to develop the mentee. Therefore, the mentee should be pro-active and help create an agenda and a relationship that reflects the types of goals they would like to achieve. Mentors are offering their valuable time and it is the mentee's responsibility to make the most of that time. Creating an agenda will define the purpose of meetings, outline goals and objectives, keep everyone on track, clarify time and location and organize priorities. Some things to keep in mind:

- The mentor is responsible for finding time to meet with their mentee.
- The mentee is responsible for scheduling the meetings and preparing ahead of time.
- The mentor provides advice and feedback to help the mentee meet their goal.
- The mentee should prepare for each meeting with an agenda and questions for the mentor.
- Both the mentor and mentee have a mutual commitment to maintain **confidentiality** and build the relationship in order to meet the mentee's goals.

What supporting documentation is required?

A sample template for tracking mentoring meetings is available and the record must contain the name and signature of the mentor and the mentee as well as time spent and dates of meetings and topics discussed. Mentoring done through a non-profit or charitable organization can be supported by an official letter from the organization confirming the hours mentored for their organization. If you are selected for an audit, you will be required to produce supporting documentation, and the mentor or the mentee will be contacted to verify.

How can I get involved in mentoring?

We strongly advise that you use a mentoring agency. Mentoring can be rewarding for both parties but can also be problematic. Some examples of mentoring organizations are listed below.

[MentorCity](#) is an on-line mentoring matching program that connects you to meaningful mentoring relationships. The premise is that throughout your life and career, there are times when you can benefit from the advice, guidance and support of a mentor. There are also times when you can share your expertise and experiences to guide mentees in the right direction.

[Toronto Region Immigrant Employment Council](#) (TRIEC) offers mentoring partnerships that bring together recent skilled immigrants and establishes professionals in occupation-specific mentoring relationships.

[COSTI](#) is involved in connecting skilled immigrants and established professionals in occupation-specific mentoring relationships through the Mentoring Partnership. Newcomers entering this program have the education, experience and language skills to succeed in the labour market.

Sample Mentoring Relationship Tracking Sheet

Instructions: Please log each session with your mentee and keep a copy for your files.

Name of Mentor: _____
 Name of Mentee: _____
 Mentee Contact Information: _____

Date	Time Spent (Hours)	Topics Discussed	Signature of Mentee/Mentor
May 18, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Moving from a technical role to a managerial role <ul style="list-style-type: none"> ○ Difference between technical focus and people focus – different set of skills required ○ Self-evaluation of leadership skills ○ Training ○ Volunteering for leadership opportunities <p>Homework: Self-evaluation of leadership skills (Internet Resources) – strengths and weaknesses</p>	
June 1, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Self-evaluation of leadership skills <ul style="list-style-type: none"> ○ providing direction ○ leading ○ fostering teamwork ○ championing change ○ coaching and developing people 	

		<ul style="list-style-type: none"> ○ motivating others ○ building relationships ○ acting with integrity ○ listening ○ communication <p>Homework: Leadership opportunities with Professional Association (OACETT) or employer</p>	
June 15, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Current Professional Organization (OACETT) <ul style="list-style-type: none"> ○ Sign up for committees where I can volunteer my time (NEM) ○ Volunteer to serve on a committee/chapter chair in a job shadowing role ○ TAC Auditor-in-Training ● Employer <ul style="list-style-type: none"> ○ New employees ○ Check out opportunities to lead discussion panels, chair meetings, deliver presentations, etc. ● Professional Advisory Board Member (PAC) <ul style="list-style-type: none"> ○ Local college <p>Homework: Research Bachelor of Management Program as an option</p>	
June 29, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Bachelor of Management Program <ul style="list-style-type: none"> ○ Overview ○ Discussion with faculty ○ Discussion with current students of program <p>Homework: Research other leadership training options</p>	
July 13, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> ● Other Leadership Training Options <ul style="list-style-type: none"> ○ Canadian Institute of Management ○ Achieve Learning Centre 	

		<ul style="list-style-type: none"> ▪ Leadership Management Courses ▪ Management Development Courses <p>Homework: Develop A Professional Development Plan</p>	
July 27, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Professional Development Plan <ul style="list-style-type: none"> ○ Prepare Resume to be a TAC Auditor ○ Job Shadow Chapter Chair ○ Sign up as an opportunity for NEM ○ Apply for membership with the Canadian institute of Management ○ Register for Canadian Supervisory Management course ○ Complete the Certificate in Management and Administration Program <p>Homework: Update for next meeting on progress of implementing plan</p>	
August 17, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Resume submitted to be a TAC Auditor ○ Completed TAC Auditor-in-Training ○ Job Shadowing Chapter Chair ○ Applied for membership with the Canadian Institute of Management ○ Registered for Certificate in Supervisory Management (CSM) Program – requirement for CIM <ul style="list-style-type: none"> ▪ Only course required is the Introduction to Management Course for CSM as hold C.E.T. designation <p>Homework: Frequency of future meetings and update on progress of activities and where do we go from here.</p>	

August 31, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Provided update of all activities: TAC Accreditation Team, Chapter Chair Job Shadowing ○ Discussion of course 	
September 14, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Discussion of course 	
September 28, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Discussion of course 	
October 12, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Discussion of course 	
October 26, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Discussion of course 	
November 2, 2016	6:00 pm – 7:00 pm	<ul style="list-style-type: none"> • Update <ul style="list-style-type: none"> ○ Determined that we would keep in contact 	