

Corporate Mentorship Program

Mentoring Handbook
2024/25

Saskatchewan! 

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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 or video conference).
- 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.

Building Mentoring Relationships

The relationship between the mentor and the mentee sometimes takes time to develop. It is the duty of both the mentor and the mentee to work on building this relationship. For the mentorship program, we emphasize the duty of the mentee to take initiative to reach out to their mentor and create a structure that works. Below are some cornerstones to building a mentorship relationship.

Commitment: Successful mentoring relationship depends on the commitment level of both the mentor and the mentee. Mentees need to show that they are committed to the program and their developmental goals. Mentors also need to show their commitment in terms of time, knowledge and resources to the developmental goals highlighted by the mentee.

Trust: Trust is another important cornerstone to building a successful mentoring relationship just like commitment. Trust is built and sometimes might take a while to achieve. It is natural for some people to trust easily and for some to take their time to trust. Trust has to be mutually built. The level of discussion as it pertains to the growth of the mentee will require that both parties can trust each other, and confidentiality is maintained.

Confidentiality: Confidentiality is important in building a mentoring relationship. This will be discussed in detail on the next page.

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;
- 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.

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?

Meetings Guidelines

- Prepare an Agenda the day before the meeting.
- Follow up after each meeting for feedback or questions.
- Identify Key messages or next step after each meeting.
- Ask questions.

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
3. Career Goals/Career Path
<https://www.forbes.com/sites/kensundheim/2014/05/12/the-importance-of-setting-firm-career-goals/#5f8127537c6d>
4. Our personal values at work and our corporate values
<https://www.thebalancecareers.com/identifying-your-work-values-526174>
5. The importance of Emotional Intelligence and self-awareness
<https://psychcentral.com/lib/what-is-emotional-intelligence-eq/>
6. 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>
7. 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>
8. Differences between Managing and Leading
<https://online.hbs.edu/blog/post/leadership-vs-management>
9. Communicating effectively
<https://professional.dce.harvard.edu/blog/eight-things-you-can-do-to-improve-your-communication-skills/>
10. Managing Change in the Organization.
<https://online.hbs.edu/blog/post/managing-change-in-the-workplace>

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 <https://www.mint-hr.com/mumford.html>
5. The Government of Saskatchewan Inclusion toolkit. [Welcome to the Government of Saskatchewan's Inclusion Toolkit!](#)

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:

Discussion Topics:

Takeaways:

Meeting 2

Date: Location:

Discussion Topics:

Takeaways:

Meeting 3

Date: Location:

Discussion Topics:

Takeaways:

Meeting 4

Date: Location:

Discussion Topics:

Takeaways:

Meeting 5

Date: Location:

Discussion Topics:

Takeaways:

Meeting 6

Date: Location:

Discussion Topics:

Takeaways:

Meeting 7

Date: Location:

Discussion Topics:

Takeaways:

Meeting 8

Date: Location:

Discussion Topics:

Takeaways: