

*This guide will outline the expectations of all the members of mentorship program.*

## Mentee Expectations Checklist

Mentees are responsible for “driving” the mentorship relationship. This means that mentees set up meetings, choose topics for conversation, send meeting reminders, and generally lead the relationship.

This program is designed to benefit and support the mentee’s career and professional development and thereby requires a great deal of commitment and initiative.

As a mentee, you are expected to:

- Register by completing your *Profile Questionnaire*.
- Identify competencies you would like to develop from the Government of Saskatchewan’s list of Leadership and Development Competencies and include them in your Mentorship Action Plan.
- Be willing to share personal career development and professional goals and objectives as well as challenges and opportunities.
- Dedicate a minimum of two work-hours per month for mentorship activities.
- Respect the time of the mentor and prepare in advance for mentorship sessions.
- Ask questions and listen effectively.
- Be open to learning from the knowledge, experiences, and perspectives of the mentor.
- Be open to feedback and thinking differently.
- Commit to program requirements including completing evaluations, submitting reports, attending mentorship events, etc.
- Maintain confidentiality.

## Mentor Expectations Checklist

Mentors are expected to act as a role model by demonstrating corporate values and leadership competencies as they guide and support the mentee’s career and professional development goals.

As a mentor, you are expected to:

- Register by completing your *Profile Questionnaire*.
- Review and understand the Mentee Profile and Mentorship Action Plan.
- Establish trust and rapport.
- Prepare for mentorship sessions.
  - Dedicate a minimum of two workhours per month.
- Be willing to share knowledge, experience, and perspectives.
- Provide development support, coaching, acknowledgement, and feedback.

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- Be open to feedback from mentee.
- Commit to program requirements including completing evaluations, submitting reports, attending mentorship events, etc.
- Maintain confidentiality.

## Manager/Supervisor Expectations Checklist

Managers/Supervisors play an important role in their employees' on-going career and professional development. They support their employees to meet their performance goals and objectives.

It is expected that all supervisors – those with the responsibility for managing and leading people – at all levels will support and promote the Corporate Mentorship Program with their staff.

Managers/Supervisors are expected to:

- Understand the objectives of the Corporate Mentorship Program found in the Program Overview.
- Demonstrate visible support for the Corporate Mentorship Program.
- Consider requests for participation in the Corporate Mentorship Program.
- Understand the link between the Corporate Mentorship Program and your employee's work and learning plan.
- Justify rationale for approving or denying mentorship requests.
- Provide the staff member with time to fulfill the mentorship role (minimum of two work-hours per month).
- Provide the staff member with time to attend mentorship events (e.g. networking, training, etc.)
- Provide financial support for the staff member to attend mentorship events mentioned above (e.g. travel expenses, workshop fees, etc.)
- Support the staff member's mentorship action plan goals and objectives as requested or required.