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| **FIRST MENTORSHIP MEETING PLAN** | | |
| Check In | Meeting #: | Meeting Date: |
| 1. Introductions and getting to know each other.   Share your experience, backgrounds, and reasons for being a mentor/mentee. | |
| Mentorship Agreement | 1. Review and customize your *Mentorship Agreement* to set expectations for your mentorship relationship. 2. Review and sign the *Mentorship Code of Conduct*. | |
| Set Goals | 1. Use the *Goal Setting Worksheet* to set some SMART goals and create an action plan with your mentor/mentee. | |
| Meeting Closure | 1. How was our meeting today for you? 2. What would you like to focus on for our next meeting? 3. Is there anything we have not talked about that you would like to discuss? | |
| Next Meeting Date: | |

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| **PROGRAM EXPECTATIONS** | | |
| The Mentorship Program will: | **Mentors will:** | **Mentees will:** |
| * Monitor the mentoring relationship throughout the duration of the match. * Keep your information confidential. * Be available to help mentor and mentee to ensure that the relationship runs smoothly and meets the program goals. * Provide orientation and tools for the Mentor to use during the mentorship relationship (see Mentor resources). * Provide resources and tools to the mentor and mentee (see Mentee resources). * Provide an opportunity to provide feedback during and after the program. * Notify you of related training or educational opportunities that may support you in attaining your professional development goals. | * Commit to being a mentor for the duration of the program, with the prescribed frequency. * Attending orientation for mentors. * Providing a basic frame for mentoring meeting (see Meeting Plans). * Assist the mentee in setting realistic goals (see Goal Setting Worksheet) * Direct your mentee to program resources, as relevant (see Mentee resources) * Provide the mentee with guidance on topics such as:   + navigating Canadian culture   + accomplishing goals   + employment opportunities   + building professional networks * exploring alternative career options that meet their skill set * Meet the requirements for checking in and evaluation. * Ask your program representatives if you have any questions or feedback. | * Commit to being a mentee for the duration of the program, with the prescribed frequency. * Attending orientation for mentees. * Commit to working with your mentor to set and work to achieve realistic goals * Use the program resource for mentees, as relevant * Value the time that the mentor gives * Prepare for your mentorship meetings * Invest in your own success and do the work needed to meet your goals * Be honest with your mentor about the challenges you face * Listen to and evaluate the advice provided by your mentor * Meet the requirements for checking in and evaluation. * Ask your program representatives if you have any questions or feedback. |
| The Program will not: | **Mentors are NOT expected to:** | **Mentees should NOT:** |
| * Provide the mentee with a job * Force the mentee to complete tasks * Solve challenges or make decisions for the mentee * Have all the answers | * Provide the mentee with a job * Do the work for the mentee to meet their goals * Force the mentee to complete tasks * Solve challenges or make decisions for the mentee * Have all the answers | * Expect the mentor to do the work for you * Be expected to automatically follow all advice given by your mentor |

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| **MENTORSHIP CODE OF CONDUCT** | | |
| The Mentor’s Code of Conduct | **The Mentee’s Code of Conduct** | |
| * Treat your mentee with respect and sensitivity. * Conduct the relationship as professional rather than social. * Keep any disclosure confidential unless your mentee grants permission otherwise. * Focus on providing knowledge and insight into the Canadian workplace. * Do not assume the role of counselor, regardless of issues raised by your mentee. * Support your mentee in achieving their goals. * Help grow your mentee’s networks. | * Do not ask or expect your mentor to provide you with a job. * Actively seek employment throughout the mentoring relationship. * Maintain professional conduct without expectation of friendship. * Take the mentoring relationship seriously by striving to meet all commitments. * Commit to achieving your goals. * Communicate with your mentor at agreed upon times. * Be open to learning. * Listen actively; apply strategies and approaches recommended by your mentor. |
| I understand and agree to the above code of conduct:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date Signed) | I understand and agree to the above code of conduct:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Full Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date Signed) |

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| **MENTORSHIP AGREEMENT**  This Mentorship Agreement documents mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationship. Mentors and mentees can customize this agreement to meet their individual needs. | | | | | | | | | | |
| Partners | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Mentor Name)  I would prefer to be contacted by:  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I would prefer to be contacted:  By Appointment  Work Hours (9 am - 5 pm)  Evenings (5 – 10 pm)  Weekends | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Mentee Name)  I would prefer to be contacted by:  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I would prefer to be contacted:  By Appointment  Work Hours (9 am - 5 pm)  Evenings (5 – 10 pm)  Weekends | | | | |
| Meeting Logistics | | Opening Date of Mentorship: | End Date of Mentorship: | We will meet every *(frequency)*: | | We will meet at *(location)*: | Our meetings will last *(duration)*: | | Who will set up the meetings? | |
| Goals | | During this mentorship relationship, we hope to achieve (list your mentee’s high-level goals): | | | | | | | | |
| Confidentiality | | We will hold any sensitive issues that we discuss in the strictest of confidence. Issues that we will not discuss include: | | | | | | | | |
| Ground Rules | | During our mentoring relationship, we agree to the following ground rules or expectations for each other (list parameters such as honesty, timeliness, etc.): | | | | | | | | |
| Closure | | If either party finds the mentoring relationship unproductive or requests that it be terminated for any personal or professional reasons, we agree to honor that individual’s decision without question or blame. | | | | | | | | |
| Signoff | | I agree to uphold the standards established in this Agreement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Mentor Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date Signed) | | | | I agree to uphold the standards established in this Agreement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Mentee Signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Date Signed) | | | | |
| **SMART GOAL SETTING WORKSHEET** | | | | | | | | | | |
| Goal #1 | | **GOAL STATEMENT:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely | | | | | | | What does success look like? | |
| To reach this goal I will take the following actions: (Completed)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | To reach this goal I need the following resources: (Found)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Goal #2 | | **GOAL STATEMENT:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely | | | | | | | What does success look like? | |
| To reach this goal I will take the following actions: (Completed)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | To reach this goal I need the following resources: (Found)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Goal #3 | | **GOAL STATEMENT:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is my goal SMART?  Specific  Measurable  Achievable  Realistic  Timely | | | | | | | What does success look like? | |
| To reach this goal I will take the following actions: (Completed)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | To reach this goal I need the following resources: (Found)   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| S  M  A  R  T | | **Specific:** Set goals that have a clear end target.  **Measurable:** Use numbers or targets to help you be specific about what you want to accomplish.  **Achievable:** Set goals where you control the outcome.  **Realistic:** Set goals that you have the skills, time, and ability to meet.  **Timely:** Set a time for when you expect to reach the goals. Setting deadlines will push you to meet them. | | | | | | | | | |

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| **MENTORSHIP MEETING PLAN** | | |
| Check In | Meeting #: | Meeting Date: |
| 1. Review what was discussed last meeting. 2. What do you want to discuss today? 3. Did we complete our tasks/goals from the last meeting? Why/Why not? | |
| Goal Review | 1. How is progress on your goals? | |
| Action Plan | 1. Tasks for Mentor before next meeting: | 1. Tasks for Mentee before next meeting: |
| Meeting Closure | 1. How was our meeting today for you? 2. What would you like to focus on for our next meeting? 3. Is there anything we have not talked about that you would like to discuss? | |
| Next Meeting Date: | |