



# Mentorship 101

Purpose, Pathway, Paradigm Guidebook for Mentors



# Purpose

The purpose of the mentorship program is to guide an individual towards their ideal career future through your influence and direction as a mentor. This involves active listening, sharing stories and experiences as well as exploring creative conversations aimed to facilitate the growth of the mentee. Additionally, mentees should leave each interaction feeling motivated and inspired to continue on their unique journey.



# The Mentorship Success Pathway

Here are 6 steps for facilitating a successful mentorship experience with your mentee.

**4**

## **Be Objective, Authentic & Genuine**

Through your authenticity, show your mentee(s) that it's ok to be their authentic self throughout each encounter.

**5**

## **Practice Active Listening**

Show empathy. Remove alerts, notifications and other distractions as much as possible during the time spent with you mentee(s) to ensure they have your full attention.

**6**

## **Share Resources and Opportunities**

Share resources and opportunities that may be of interest to your mentee.

**3**

## **Seek Trust & Confidentiality**

Let your mentee(s) know you value trust and what is said between both of you will remain confidential unless noted otherwise.

**2**

## **Come Prepared**

Ask your mentee(s) what they would like to talk about before each call.

**1**

## **Make Yourself Available**

Share your availability with your mentee(s).

# Mentorship Transference 101

How to facilitate a quality mentorship experience



# Virtual Icebreaker Ideas

Here are some activities you can do together to break the ice during your first mentorship session.



## GIF of the Day

Share a GIF that accurately describes how your day/year is going.



## Shelf Care

Share your favorite book, blog or research article you last read.



## Essential Items

Share what you believe to be the most essential item in your kitchen.



## Adventure Thinking

Would you rather ZOOM from a cabin in the mountains or from a cottage on the ocean?



## Life Stories

Share your life story in 5 minutes.



## Share 3 Photos

Share 3 photos of yourself or of your school.

For some additional ideas, check out [51 icebreaker activities \(https://teambuilding.com/blog/virtual-team-building-activities\)](https://teambuilding.com/blog/virtual-team-building-activities) from [teambuilding.com](https://teambuilding.com)

# Mentor Expectations

Below are the expectations of all mentors who are enrolled in the mentorship program.



1

**Follow up with your Mentee(s) within 48 hours of the initial email connection from PHE Canada.**



2

**Have dedicated time and availability for your Mentee(s);**

The minimum expectation is that the mentor will facilitate 2 to 3 virtual or face-to-face conversations per year with your mentee(s).



3

**Facilitate productive, healthy, and interesting conversations with your Mentee(s).**



4

**Comply with PHE Canada's Code of Conduct (<https://phecanada.ca/connecting/membership/Code-of-Conduct>).**



5

**Participate in any evaluation interviews or surveys that are requested by PHE Canada based on your experience as a Mentor.**