



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).

New to PHE Canada Mentorship Program?

Here are some things you can do to prepare and connect with your mentee(s) for the very first time.

1

Focus on creating a safe space

Research shows that creating a safe space with your mentee can allow them to open up more and allow for a richer mentorship experience.

2

Ask your mentee(s) about their goals

Think about taking time together on your first call to discuss what your mentee would like to get out of their mentorship experience.

Some questions to ponder may include:

- Do you have some set goals?
- What are you looking to achieve through mentorship?
- What do you need the most from this mentorship experience?

Suggestion:

Do a well-being check in on your initial call together. Simply ask “how is your wellness today?” Or, “from 0-5 how would you rate your well-being today?”

3

Bring an open mind

Mentorship is a journey. Coming to the relationship with your mentee with an open mind can enhance the experience and make the connection more meaningful for both you and your mentee(s).

4

Volunteer a few facts about yourself

Our mentorship program is really designed with the mentor initiating the first few calls and conversations so we encourage you to be open, courageous, and to show vulnerable leadership with your mentee(s).

5

Seek to find common ground

We all have shared experiences in some capacity. Ask your mentee(s) if they've been to a PHE Canada National Conference or a PHE related event where you two may have shared common experiences.

6

Establish connection frequency

Before ending your call with your mentee, discuss how often you will connect and by what means.

7

Ask your mentee(s) how they prefer input and feedback

Some mentees may be looking for soft support, while others may be looking for direct, clear support. Some may prefer to reflect and come back to the next meeting with answers while others may want to address questions and topics head on.

8

Go with the flow

Most mentorship connections range from 30-90 minutes - but work with your mentee to find out what works best.

9

Focus on closing out the conversation

Paraphrase and summarize what was discussed on the call, reflect on the conversation and circle back to anything you feel should be emphasized again before the end of the call with your mentee.

10

Leave with the connection in mind

Before ending the call, set an agreed upon date and time for the next connection together.

Suggestion:

Before your first interaction with your mentee, scan through this digital guidebook as a refresher.

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>) from **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 \(https://phecanada.ca/connecting/membership/Code-of-Conduct\)](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.