



Chiu School of Business  
School of Technology

**Business and Technology  
Career  
Mentorship  
Resource  
Guide  
  
2021**

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# Introduction

On behalf of the Chiu School of Business and School of Technology, we welcome you to the Business and Technology Career Mentorship Program at Bow Valley College.

Mentorship is a recognized method for encouraging professional development.

The goal for this program is to help participants learn skills and information that will help lead them to success in their careers.

In this Resource Guide you will find tools and strategies to improve communication and networking skills and develop attainable career goals and practical action plans for a successful mentoring partnership.

For more information and assistance, please contact us at [bustechmentorship@bowvalleycollege.ca](mailto:bustechmentorship@bowvalleycollege.ca)

*The Business and Technology Career Mentorship Team!*



# The benefits of mentorship

## Benefits to the mentor:

Mentoring fosters leadership and interpersonal skills, enhances creativity and professional synergy, ignites a sense of fulfillment, and inspires reflection on the lessons learned along the chosen career path.

- Develop and practice leadership and interpersonal skills such as communication, giving and receiving feedback, and active listening;
- Opportunity to share knowledge and wisdom based on your own experience;
- Learn from mentee – new perspectives, technologies and developments;
- Help shape the future of your industry;
- Gain personal satisfaction in sharing expertise and building self-worth of a new professional.

## Benefits to the mentee:

Mentees receive the gifts of knowledge and wisdom. They build their confidence and interpersonal skills and create a pathway to personal and professional growth.

- Gain a better understanding of the Canadian workplace and industry trends;
- Information, advice and guidance from someone with professional experience;
- Realistic, first-hand information about career paths, jobs, industries and work settings;
- Develop and practice interpersonal skills such as communication, giving and receiving feedback, and active listening;
- Gain a broader perspective of career options and opportunities;
- Build confidence;
- Build your local professional network.

## Benefits to the industry:

Mentoring partnerships breathe life into the future of the industry. Partnerships combine generational strengths, foster talent, circulate best practices and build strong support networks.

- Develop the next generation of leaders;
- Exposure to fresh perspectives, ideas and approaches;
- Opportunity to give back and share knowledge;
- Develop a culture of personal and professional growth;

# The mentorship experience

## Mentoring is:

Career mentorship helps build industry connections, provides networking opportunities and improves employment outlook through:

- A relationship in which the mentee takes active responsibility for their own learning;
- A relationship built on the history, experience and knowledge of both parties;
- A relationship in which the mentor facilitates the mentee's growth and development by asking thought-provoking questions and providing insight;
- A relationship based on honest, two-way communication.

## Mentoring is not:

Career mentorship is not:

- Intended as a job placement service;
- A relationship in which the mentee passively receives instruction from the mentor;
- A relationship in which the mentor tries to shape the mentee into a version of themselves;
- A relationship in which the mentor solves the mentee's problems or provides them with all the answers.

# The mentor's role

## What is a mentor?

The mentor guides the mentee by listening to their needs and advising through experienced-based knowledge and assessment of the mentee's circumstances.

## Roles and responsibilities:

To demonstrate effective practice and better manage the relationship, the mentor should:

- Listen confidentially to the concerns and questions of the mentee;
- Keep an open mind to allow the mentee to discover their independent path;
- Support the mentee's growth through the selection and use of appropriate learning strategies;
- Provide information, guidance, feedback and constructive comments.

# The mentee's role

## What is a mentee?

Mentees are given a unique opportunity to build a trusting relationship with a leading professional from whom they can both learn and aspire.

## Roles and responsibilities:

When entering a mentoring partnership, a mentee needs to be ready to contribute the following:

- Be on time and prepared for meeting(s) with your mentor;
- Determine professional and personal developmental needs and goals;
- Formulate your Action Plan to achieve your goals;
- Seek advice on effective approaches for your action plan;
- Accept responsibility for personal decisions and actions and maintain confidentiality;
- Carry out tasks and projects in a timely and dedicated manner.

# Bow Valley College's role

## Purpose

Bow Valley College is committed to helping establish connections and professional networks between students, alumni and industry and provide opportunities to participants for learning skills and information that will lead them to success in their careers.

## Objectives

- Help participants identify and achieve career development and personal growth goals that support business objectives;
- Support building a bench of leaders who have knowledge, skills and abilities;
- Foster higher levels of engagement and career vision;
- Equip participants with the tools and strategies necessary to perform to their highest capability within their current roles;
- Create opportunities to meet and partner with others of different job titles, descriptions or cultural boundaries;
- Create a culture that sees mentorship as an effective way of developing individuals.

# The mentoring process

## Forms of communication

Mentoring partnerships exist in many different forms based on geographical location, needs and preferences. As a result, partners use many different forms of communication.

For long-distance partnerships, we recommend using video call services such as Skype, WhatsApp, MS Teams, FaceTime, etc. Alternative methods can include email, text and phone.

Bow Valley College welcomes and encourages in-person meetings if/when possible.

## The introductory meeting (first session)

A successful mentoring partnership develops through a good relationship based on open communication, respect and proactive engagement from both parties. The first meeting is important. It sets the tone of the relationship which will, ideally, get off to a swift and productive start.

You might feel a bit nervous about your first meeting but don't worry, a lot of people do. You might be thinking 'How will we start?' or 'What are we going to talk about?'. A great way to calm the nerves is to start with a topic you know well: yourself! Share a bit about yourself, both personally and professionally.

### Consider sharing the following:

- Your interests inside and outside of the workplace;
- The history of your career and education;
- Your current work status;
- Your ideal position;
- The inspiration that guided you to choose your industry;
- What you seek from the mentoring partnership;
- Expectations and hopes for the mentoring experience.



This first meeting is also the time to set the format of your mentoring partnership. Cover the logistics, goals and boundaries.

**We recommend you cover:**

1. The mentee's ambitions and goals in relation to:
  - Achievements so far and how to build on them;
  - Areas on which input would be most useful.
  
2. And the foundational essentials:
  - The frequency of meetings;
  - Where/how you will meet next;
  - Discussion and development of the action plan;
  - Discussing and signing of the confidentiality agreement;
  - Discussion and signing of the mentoring agreement.

If any concerns arise after the first meeting, contact the program administrator. We're here to provide you with all the support you need.

## **Subsequent meetings**

We suggest meeting at least once a month, but each mentoring partnership is unique, based on the needs and availability of both parties. Both the mentee and mentor need to communicate their availability and desired frequency of the meetings.

**Suggested meeting topics:**

- industry and market trends;
- types of employers;
- career options (e.g. titles, duties, experience and qualification requirements, etc.);
- becoming a professional (e.g. certification, code of ethics, etc.);
- workplace culture (especially valuable for mentees who are internationally educated graduates);
- the “culture” of the profession (e.g. industry specific jargon, sector specific terminology);
- identification, development and review of the mentee’s career goals;
- networking strategies;
- professional development options;
- the best advice you’ve received, your epiphanies and other stories that directed key decisions along your career path;
- career development strategies and tools (e.g. resume, cover letter, ways to stand out, etc.).

## Boundaries

All relationships need boundaries and a mentoring partnership is no different. It's up to both the mentor and mentee to be consistent and respectful, and to communicate when boundaries are crossed.

### You should think about:

**Time** – Discuss the amount of time that you are willing and able to commit to the partnership, as well as the frequency and your availability. If your availability changes, communicate it.

**Place** – If meeting in person, we recommend that you meet in public places such as a coffee shop or library.

**Keeping in touch** – It's up to you both to decide how best to keep in touch. Let each other know which phone number or email address to use to stay in touch. Don't forget to chat about which times you both prefer to be contacted.

**Money** – Don't feel that you must pay for food or drinks. Neither party should ever request payment. Financial arrangements are outside the boundaries of this mentoring relationship.

**Job search** – The mentee is not to ask the mentor for help in finding employment.

**Job training** – The mentee is not to expect job training from the mentor.

If your match is behaving inappropriately or something else comes up that you're unsure about, contact the program administrator immediately. We're here to help!

# Concluding the mentoring partnership

Mentoring partnerships end for a variety of reasons. If all topics of interest were explored, availability drops or the match is just not working, it may be time to close the partnership.

To close the partnership, inform your mentoring partner and the program administrator. You will then have the chance to provide feedback to Bow Valley College about your mentoring experience through a short survey.

If the partnership was successful but the need for regular meetings has ended, the mentor can welcome the mentee to keep in contact for future needs.

## Express your gratitude

Mentoring requires an extensive investment of time, energy and emotion. People generally do not mentor for recognition, awards or thanks. They do it because they have knowledge to offer and because they see potential in another person.

Bow Valley College encourages mentees to thank their mentors both during the partnership and when it ends.

### **A Step Further: mentees (optional)**

- Endorse your mentor on LinkedIn.

# Mentoring action plan

The action plan template acts as a goal setting and tracking guide. Writing out short- and long-term goals will help map the route to success and maintain focus throughout the mentoring partnership.

## How to use:

1. **Prior to first meeting** – The mentee reviews and completes the first draft of the Action Plan.
2. **First meeting** – The mentee and mentor discuss and further develop the Action Plan.
3. **Subsequent meetings** - Review the Action Plan, record progress and make changes/additions as desired.

## Goal setting

- **Prioritize:** Identify goals that will add the greatest value and will lead you in the desired direction.
- **Identify steps:** Be specific when identifying and recording your steps. The steps will act as a map to your goals, enabling you to identify your progress and see your direction clearly.
- **Seek feedback and support:** Working towards goals shows initiative, and it's likely that your co-workers and supervisors would like to help you along the way.
- **Face your barriers:** Identify and address any barriers that may keep you from your priorities.
- **Involve others:** Solicit ideas and reactions from your mentor. They will provide specific, candid feedback on both your strengths and weaknesses.
- When setting goals, make them **SMART**:
  - S** Specific
  - M** Measurable
  - A** Action-oriented
  - R** Realistic
  - T** Time-bound
- **Take time to reflect:** Ask yourself what worked, what didn't work and why.
- **Transfer learning into next steps:** Continue to focus on mastering a specific area, and then share this knowledge by teaching it to others. Regroup and focus on new goals and development activities as appropriate (time period may vary based on specific goals and activities).

## General Information

Mentee Name:

Today's Date:

### 1. What are your professional aspirations?

### 2. What are your strengths and opportunities for growth?

Strengths:

What are your talents and strengths (i.e. knowledge, personality traits, skills, competencies, etc.)?

Growth Opportunities:

What knowledge or skills could you develop?

### 3. Identify your short-term professional goals.

	Actions	Timeframe	Obstacles and Solutions
Short-Term Goal 1:			
Short-Term Goal 2:			
Short-Term Goal 3:			

<b>4. Identify your long-term professional goals.</b>			
	Actions	Timeframe	Obstacles and Solutions
Long-Term Goal 1:			
Long-Term Goal 2:			
Long-Term Goal 3:			

**Definitions**

**Short-Term Goals:** 1 to 3 years to achieve.

**Long-Term Goals:** 3+ years to achieve.

**Actions:** How do you plan to achieve each goal? What actions will you take? When and where will it take place? What will be the result of this action?

**Timeframe:** Date or timeframe to achieve each goal?

**Obstacles and Solutions:** What obstacles could prevent you from achieving this goal? What possible solutions exist?

# Mentoring confidentiality agreement

## Confidentiality agreement (optional)

The successful partnership between mentor and mentee is based on trust, honesty and confidentiality.

The purpose of this agreement is to protect both the mentor and the mentee from a breach of confidentiality during the mentoring process.

I agree to keep confidential the specifics of my discussions with my mentor/mentee, unless given permission to share this information with others. I am also encouraged to discuss any concerns I have about my mentoring experience with the Mentoring Program Administrator.

The Mentoring Program Administrator will maintain confidentiality unless a breach of confidentiality is necessary to maintain someone's personal safety.

_____ Mentor Name	_____ Signature	_____ Date
_____ Mentee Name	_____ Signature	_____ Date

# Mentoring partnership agreement

## Partnership agreement (optional)

### Mentors/Mentees:

1. The mentoring partnership agreement is an optional tool meant to assist with establishing the parameters of the mentoring relationship.
2. Review, discuss and agree upon the information set out in the mentoring partnership agreement at your first meeting.
3. Complete and sign the agreement.
4. Review and update the agreement as needed.

Goals and Expectations			
Mentor Name:		Mentee Name:	
Our goals for this mentoring partnership are as follows:			
Our expectations on how we will achieve these goals are as follows:			

Failure to comply with the conditions of the mentoring partnership agreement may result in the termination of the mentoring partnership and individual participation by either the mentee or mentor.

_____	_____	_____
Mentor Name	Signature	Date
_____	_____	_____
Mentee Name	Signature	Date



# Mentoring resources library

## TEDx Talks

**Standing on the Shoulders of Giants by Austin Stanford.**

<https://www.youtube.com/watch?v=WWoY8fabFck>

**Why the Power of Mentoring can Change the World by Shirley Liu.**

<https://www.youtube.com/watch?v=u4kTK5mUHC>

**How to Be a Great Mentor by Kenneth Ortiz.**

<https://www.growthmentor.com/blog/ted-talks-on-mentorship/>

**5 ½ Mentors That Will Change Your Life by Doug Stewart.**

<https://www.growthmentor.com/blog/ted-talks-on-mentorship/>

## Articles

**7 Habits of Highly Successful Mentors & Mentees.**

<https://www.get.mentoringcomplete.com/blog/bid/92866/7-Habits-of-Highly-Successful-Mentors-Mentorees>

**5 Ways to Share Your Professional Expertise and 4 Reasons you Should.**

<https://www.forbes.com/sites/work-in-progress/2013/07/25/5-ways-to-share-your-professional-expertise-and-4-reasons-you-should/?sh=5239e2541cfa>

## Books

**The Mentees Guide: Making Mentoring Work for You.** This practical book offers ideas and suggestions for making the most of a mentoring opportunity for the mentee.

**The Mentors Guide: Facilitating Effective Learning Relationships.** Thoughtful and rich with advice, The Mentor's Guide explores the critical process of mentoring and presents practical tools for aiding the experience from beginning to end.

## Self-Development Resources

**16 Personalities.** Get a concrete, accurate description of who you are and why you do things the way you do!

<https://www.16personalities.com/>

**Discovery Report.** Understand yourself and learn to connect better with others.

<https://www.discoveryreport.com/>

**High5 Strengths Finder.** Discover your top strengths and learn how to leverage them for success.

<https://high5test.com/>

# Appendix A



## Virtual Speed Networking / Speed Mentoring

Networking and career growth often work hand in hand. At Bow Valley College we want to build bridges so that our learners can form valuable connections with industry professionals.

### How it works

Speed Networking and Speed Mentoring events are designed to accelerate business contacts through introductions and conversations – at speed. During each rotation, participants have a set time to introduce themselves and learn more about the other participants in the group.

Participants have an opportunity to deliver their elevator pitch (see template below) and find out how they can be of service to each other including making introductions to others in their networks.

On discovering a shared interest, participants can exchange information. The benefit of speed networking and speed mentoring events are that they provide an opportunity to expand networks and allow participants to move on to another opportunity if no mutual connection is formed.

### Your elevator pitch (30 to 60 seconds)

An elevator pitch is a quick summary of yourself. It should include who you are, what sets you apart, what you can offer, and what you want to achieve.

Use this template to create your own elevator pitch:

“Hi, my name is \_\_\_\_\_ (**full name**). I’m a \_\_\_\_\_ (**name of program**) student/graduate from Bow Valley College. I have a background in \_\_\_\_\_ (**previous education or training**) and experience in \_\_\_\_\_ (**previous or current work experience**). I’m interested in pursuing a career in \_\_\_\_\_ (**industry/field**) and have done \_\_\_\_\_ (**extracurriculars, volunteering**). I’m excited to connect with other professionals in this field.”

Check the YouTube links below and research online for examples of elevator speeches:

<https://www.youtube.com/watch?v=hGkIVxwxrCk>

<https://www.youtube.com/watch?v=O6U9OGpvV78>

### **Be prepared**

- Keep an open mind. Quality insights, advice and connections can come from anyone in your group – regardless of their title, company or career level.
- Prepare the questions you would like to ask ahead of time.
- Get out of your comfort zone. Make a point to talk to several new people you haven't had conversations with before.
- Be authentic, natural and enthusiastic about engaging with a diverse group of attendees.

### **Virtual etiquette**

- To maximize your experience and as a courtesy to other attendees, you are expected to turn your camera/video on during the roundtable sessions.
- Be respectful of everyone's time so each person in the group can participate.
- Earphones are recommended to reduce background noise.
- Mute yourself when not speaking.

### **Conversation topics**

Below are a few suggested questions for the virtual speed networking / speed mentoring events:

- How did you get to your current position?
- Would you make the same career choices again? Why or why not?
- What advice would you have for someone considering your field or a similar position?
- What do you wish you would have known when you were starting out?
- Do you have any book recommendations?
- Do you currently have a mentor? What has been your experience with mentorship?
- Are there any professional organizations or groups in this industry that I could join?

***Research and add your own questions!***