



MENTORCONNECT

[Introduction to MentorConnect - Mentee Resource](#)

YOUR ROLE AS A MENTEE



ABOUT MENTORCONNECT

[The MentorConnect program](#) brings together skilled immigrants and established professionals in occupation-specific mentoring relationships. Skilled immigrants entering the program have the education, experience, and language skills to succeed in the Canadian labour market. However, they may not understand the Canadian context of their profession, workplace culture, or know how to translate their skill sets. Often what they need are the local insights and access to professional networks that a one-on-one connection with a local mentor can offer.

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INTRODUCTION TO MENTORCONNECT

YOUR ROLE AS A MENTEE

Welcome to the MentorConnect Mentorship Program!

As a **mentee** in IEC-BC's MentorConnect program, you can connect with established professionals in your field and gain valuable insights into the Canadian labour market.

This program is designed to help you succeed by providing you with the tools and resources you need to achieve your goals. In the mentees' series of resources, you will find tips and advice on how to make the most of your mentoring relationship. From setting goals to building a strong relationship with your mentor, MentorConnect has you supported!

The goal is to help you expand your skills and knowledge so that you can thrive in your profession. Upon registering for MentorConnect, you agree to:

- Remember that mentoring is a two-way street. It's about giving and receiving, learning, and growing.
- Commit to taking an active role in your mentoring journey and making the most of this opportunity.
- Dedicate yourself to working hard and maintaining a positive attitude throughout the process.

You have the potential to achieve great things!



What is Mentoring?

A collaborative relationship between two people (a mentor and a mentee) that is based on trust and confidentiality. Mentoring is an opportunity for you to learn from a professional who has more local experience in an industry or field of work. Your mentor will:

- Share knowledge, skills, and experience to help you develop new competencies.
- Encourage and provide constructive feedback to help you build confidence in your progress towards achieving my goals.

By the end of your mentorship journey, you will be able to:

- Identify key strengths and continue doing what works well.
- Recognize areas for improvement and stop doing things that do not serve a purpose.
- Identify topics to learn more about and start doing things that will bring you closer to reaching your goal.
- Apply the knowledge unlocked with the mentor and continue to develop and deepen competencies and confidence in the workplace.
- Build strong connections and brand oneself effectively.
- Continue to learn, stay curious, and challenge oneself to be at your best in everything they do.

AM I READY TO BE A MENTEE?

To have a dedicated mentor work with you to develop your knowledge, skills and abilities is a rare opportunity.

To gain the most out of the mentoring relationship and before you start your journey, try asking yourself the following questions:

- Do I have a clear idea of what I want to achieve? (Knowing your goal for being mentored will help the mentorship start strong.)
- Am I open to receiving and giving feedback? (Ensure willingness to listen, ask questions, consider new perspectives when receiving feedback. Equally expecting your mentor to exhibit the same when you give feedback will build trust and respect.)
- Will I hold myself accountable to the learning journey? (Showing commitment to the mentoring process will deepen the experience.)
- Am I comfortable being uncomfortable? (Sharing firsthand experiences and challenges with mentor will make me feel vulnerable, but this is a sign of strength and will build a meaningful and effective mentoring relationship.)

MY ROLE AS A MENTEE



What are my Key Responsibilities as a Mentee?

Just like any other relationship, mentorship is not a one size fits all formula. However, you can consider the following key phases and related steps as you work towards elevating your career with mentorship.

Phase 1: Building Trust

- Establish expectations for the mentorship.
- Research your mentor's online presence to get to know them before you meet.
- Clarify your roles and responsibilities.
- Share your expectations and your goals with your mentor.

Phase 2: Create your Action Plan

- Identify your strengths and short- and mid-term development needs.
- Complete the Mentoring Agreement with your mentor.
- Outline topics and exercises that can help you reach your goals.

Phase 3: Set Up Meeting Schedule

- Agree on the number of meetings and the preferred channels of communication.
- Discuss items of interests, current challenges, and recent successes.
- Use the suggested practical exercises.

Phase 4: Personal Reflections

- Acknowledge your mentorship and what was accomplished together.
- Provide feedback on the MentorConnect program.

PREPARE FOR THE MENTORSHIP JOURNEY

The purpose of this questionnaire is to help you get a better picture of who you are and what you are looking for in this mentorship program. The more honest you are the more you will gain from this exercise below:

1. What are your top five strengths (the top five things you feel good about and are proud of)?

2. What are five things that are difficult or challenging (things you would like to improve about yourself)?

3. What opportunities are available to help reach your potential?

4. What did you learn about yourself in the past year? How?

5. How would you like to be different 2 months from now?

6. What are some things you can do over the next two months to build on your strengths and overcome your challenges?



Preparing for the First Meeting

Typically, in the first meeting you and your mentor will get to know a little bit about each other, attach a face to a name and gain a bit of comfort. To do so, you need to think about what setting would feel comfortable for both of you, and plan some conversation starters, knowing that these are tools if you need them. To prepare try asking yourself these questions and write down your responses:

1. Where might I meet with my Mentor where we both would feel comfortable?

2. What are some things I could tell my Mentor about myself that would help us get to know each other a little bit? What about me and my life story might be interesting and relevant to this Mentor?

3. What are some questions I could ask my Mentor to get to know them a little bit without prying? (Write some possible open-ended questions below. Note: you want to be sure that these are questions that cannot simply be answered with a “yes” or “no.”)

4. What do I want out of the mentoring relationship? What are my hopes?

5. How can I find out what my Mentor hopes to get out of the relationship--what questions might I ask?



REMEMBER:

We recommend that you look over your answers to this planning sheet shortly before your first meeting. You might even bring it along to offer it as a bit of a roadmap for you both to follow. Use your judgment but remember to look your responses over before the meeting - this will make you more comfortable and relaxed. Do not forget to keep track of this and all other meetings.

You should prepare a Preliminary Development Plan to go over during the meeting. Be careful to listen to how your Mentor responds to your preparation.

Ask them about the strengths or weaknesses of the plan:

1. What does the Mentor think you need to work on?

2. Can the Mentor see opportunities for growth within your career?

PULSE CHECK

It is important to periodically review the mentoring relationship to ensure that it is healthy and on the right track.

Spend 5-10 minutes of each session to reflect on:

- What you have learned from the last session.
- How your mentor and you feel about the content and the relationship.
- If your mentor and you are still aligned on the goals and activities.
- If there are any changing priorities from you or from your mentor.

It is also important to celebrate the journey we have taken together.

At the end of the mentorship, it is important to provide feedback to the MentorConnect team on:

- What went well?
- What are the areas for improvement?
- What should start, stop, and continue?



How do I pulse check my mentorship?¹

This quick assessment helps ensure your mentoring relationship is on the right track and that you and your mentor are aligned on goals, actions, and understanding.

Instructions: For each statement below, rate your agreement on a scale from 0 to 3, where 0 is False and 3 is True.

Interpreting the Results:

- **21-24:** Healthy mentorship relationship
- **10-20:** Needs some attention
- **0-9:** Alert - significant improvements needed

¹ Adapted from offbeat.com.

STATEMENT	False 0	1	2	3 True
I have regular meetings with my mentor.				
Our first meeting was successful and set a positive tone.				
We both consistently attend our meetings and rarely reschedule.				
I leave sessions feeling fulfilled and excited.				
We share feedback about our progress and experience.				
We communicate in-between sessions as well.				
We have aligned values and similar views of the world.				
I feel enthusiastic about sharing my work and reflections with my mentor.				
TOTAL				

WHAT OTHER AREAS CAN MENTORS PROVIDE GUIDANCE?



Job search tools:

- Review your resume to ensure that it is well-structured and tailored in a way that highlights your skills, qualifications, and experience.
- Help identify keywords and phrases that resonate with employers in the local market or in your specific industry.

- Provide guidance on cover letter writing and how to customize it for specific job applications.
- Share strategies for finding job openings, both online and through networking, and how to effectively apply for them.

Interview preparation:

- Help you practice interview questions, conduct mock interviews, and provide feedback to improve your performance.
- Share insights into the typical interview process in your field or industry.
- Discuss body language, attire, and etiquette during interviews.
- Offer tips on crafting compelling and relevant stories to illustrate your skills and experiences.

Professional networking:

- Introduce you to professional organizations, associations, and networking in your field*.
- Provide guidance on how to approach networking events, initiate conversations, and build meaningful professional relationships.
- Share their own experiences and connections, helping you expand your network.
- Help you create a professional online presence on platforms like LinkedIn.

***DISCLAIMER:**

Your mentor is not obligated to introduce you into their close professional network. You are not to expect or pressure your mentor to do so.

Cultural integration:

- Offer insights into the local culture, including traditions, social norms, and expectations.
- Discuss ways to adapt to cultural differences, foster cross-cultural communication, and build relationships with locals.
- Address common cultural challenges you might face and provide strategies for overcoming them.
- Share resources for language and cultural sensitivity training.

Language skills:

- Recommend language learning resources, courses, and programs tailored to your proficiency level.
- Offer guidance on improving your language skills.

Workplace etiquette

- Guide you in understanding workplace norms, communication styles, and expectations.
- Discuss office culture and dynamics, including hierarchies, team collaboration, and decision-making processes.
- Share advice on navigating challenges, such as workplace conflicts or discrimination, and how to address them professionally.

Time management and productivity:

- Introduce you to time management techniques, such as creating to-do lists and setting priorities.
- Share strategies for staying organized, managing tasks efficiently, and avoiding procrastination.
- Help you find tools and apps to aid in time management and productivity.

Community Engagement:

- Encourage your involvement in local community activities, volunteering, and civic engagement.
- Share information about volunteer opportunities and community organizations and giving back.

Finally, we thank you for choosing MentorConnect and welcome you to this program!

As you embark on this mentoring journey, remember that this experience is a unique opportunity for mutual growth and development. The resources we provided will help guiding you on your way. That said, you need to engage actively, stay committed, and embrace the process with an open mind. By learning from your mentor's insights and sharing your own experiences, you'll build a meaningful and impactful connection. Together, you'll navigate challenges, celebrate successes, and achieve great things.

Here's to a rewarding mentorship journey!



Contact Us

For further information contact us at:

Email: mentorconnect@iecbc.ca

Website: <https://iecbc.ca/our-work/programs/mentorconnect/>



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