



MENTORCONNECT

[Introduction to MentorConnect - Mentor Resource](#)

YOUR ROLE AS A MENTOR



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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WELCOME AND INTRODUCTION

YOUR ROLE AS A MENTOR

Welcome to the MentorConnect Mentorship Program!

As a **mentor** in IEC-BC's MentorConnect program, you can provide guidance, support, and encouragement to newcomer mentees as they navigate the challenges of settling in Canada and work towards their goals.

This program is designed to help you succeed by providing the tools and resources you need to maximize your skills as a mentor. In the mentors' 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 mentee, MentorConnect have 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 mentorship journey and make the most of this opportunity.
- Dedicate yourself to working hard and maintaining a positive attitude throughout the process.

Let's open the doors to a great professional development journey!



What is Mentoring?

A collaborative relationship between two people (a mentor and a mentee) that is based on trust and confidentiality. From a mentor's perspective, mentoring is an opportunity for you build on your own competence and confidence.

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

- Strengthen your communication and leadership skills.
- Gain a deeper understanding of different cultures, traditions, and perspectives.
- Reinforce and refine your own skills facilitation skills.
- Enhance your leadership capabilities and develop yourself to become a role model within your organization.

The Story of Mentor

The story of Mentor comes from Homer's Odyssey. Odysseus, king of Ithaca, fights in the Trojan War and entrusts the care of his household to Mentor, who serves as teacher and oversees of Odysseus' son, Telemachus. After the war, Odysseus is condemned to wander vainly for ten years in his attempt to return home. The word "mentor" has since come to mean a trusted advisor, friend, teacher, or coach.

AM I READY TO BE A MENTOR?

Mentoring can be an incredibly rewarding experience and challenging. Some questions to be considered before applying to become a mentor could be:

- Do I have the time? Mentoring requires a significant time commitment, so it's important to make sure I have the bandwidth to take on this responsibility.
- Do I have the necessary skills? Being a mentor requires a unique set of skills, including active listening, effective communication, and the ability to provide constructive feedback.
- Am I willing to learn? Mentoring is a two-way street, and I will learn just as much from my mentee as they learn from me.
- Am I passionate about helping others? Mentoring is all about helping others achieve their goals and reach their full potential.

MY ROLE AS A MENTOR



What are my Key Responsibilities as a Mentor?

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 help your mentee work towards their learning and career fulfillment.

Phase 1: Building Trust

- Establish expectations for the mentorship.
- Clarify our roles and responsibilities.
- Create a safe, non-judgmental environment.

Phase 2: Support your Mentee's Action Planning

- Help your mentee identify their strengths and short- and -mid-term development needs.
- Complete the Mentoring Agreement with your mentee.
- Outline topics and exercises that can help your mentee reach their goals.

Phase 3: Set Up Meeting Schedule

- Agree on the number of meetings and the preferred channels of communication.
- Discuss your mentee's 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.

A mentor is a trusted, seasoned advisor who supports and guides someone through their personal and/or professional journey. They get to know the mentee, providing resources tailored to their specific needs, and brainstorming solutions to challenges.

PREPARE FOR YOUR MENTORSHIP JOURNEY

Embarking on a mentorship journey is a transformative experience for both mentors and mentees. As a mentor to immigrant professionals, your guidance has the potential to shape not only their careers but also their lives in Canada. This checklist is designed to help you prepare for this meaningful journey, ensuring a positive and impactful mentorship experience:

- Familiarize myself with the cultural background of mentee. Be open to understanding and learning from their unique experiences.
- Establish clear channels of communication. Discuss preferred communication methods and frequency with my mentee.
- Collaboratively set specific, measurable, and achievable goals aligned with mentee's career aspirations and professional development needs.
- Be aware of available resources and support networks for immigrants in community. Share relevant information with my mentee.
- Embrace diversity and be open-minded. Understand and respect differences in communication styles, and career expectations.
- Be flexible in my mentoring approach. Adapt to the unique needs and challenges that immigrant mentees may face in their new environment.
- Provide guidance on building professional networks within industry. Share insights on networking events, organizations, and online platforms.
- Foster a positive and empowering environment. Encourage mentee to take initiative, set ambitious goals, and overcome challenges.
- Share insights into cross-cultural workplace dynamics. Help mentee navigate and understand cultural nuances in the professional workplace.
- Commit to continuous learning to become an effective mentor.



Mentoring Basics for Mentors ¹

Helpful skills:

- Open-mindedness
- Good listening
- Asking powerful questions
- Empathy
- Intuition
- Detachment
- Passion
- Seeing the bigger picture
- Curiosity

Techniques a mentor can use:

- Help a mentee come to an answer, rather than providing the answer.
- Ask permission to voice an opinion and then put your point of view forward as a theoretical possibility.
- Meet the person “where they are.”
- Ask plenty of questions.
- Be mindful of objections and evasion.
- Acknowledge emotions and feelings.
- Follow the mentee’s agenda.
- Do not be attached to the outcome.
- Tell the truth; be honest about your own feelings and state of mind.
- Be aware of cultural differences.

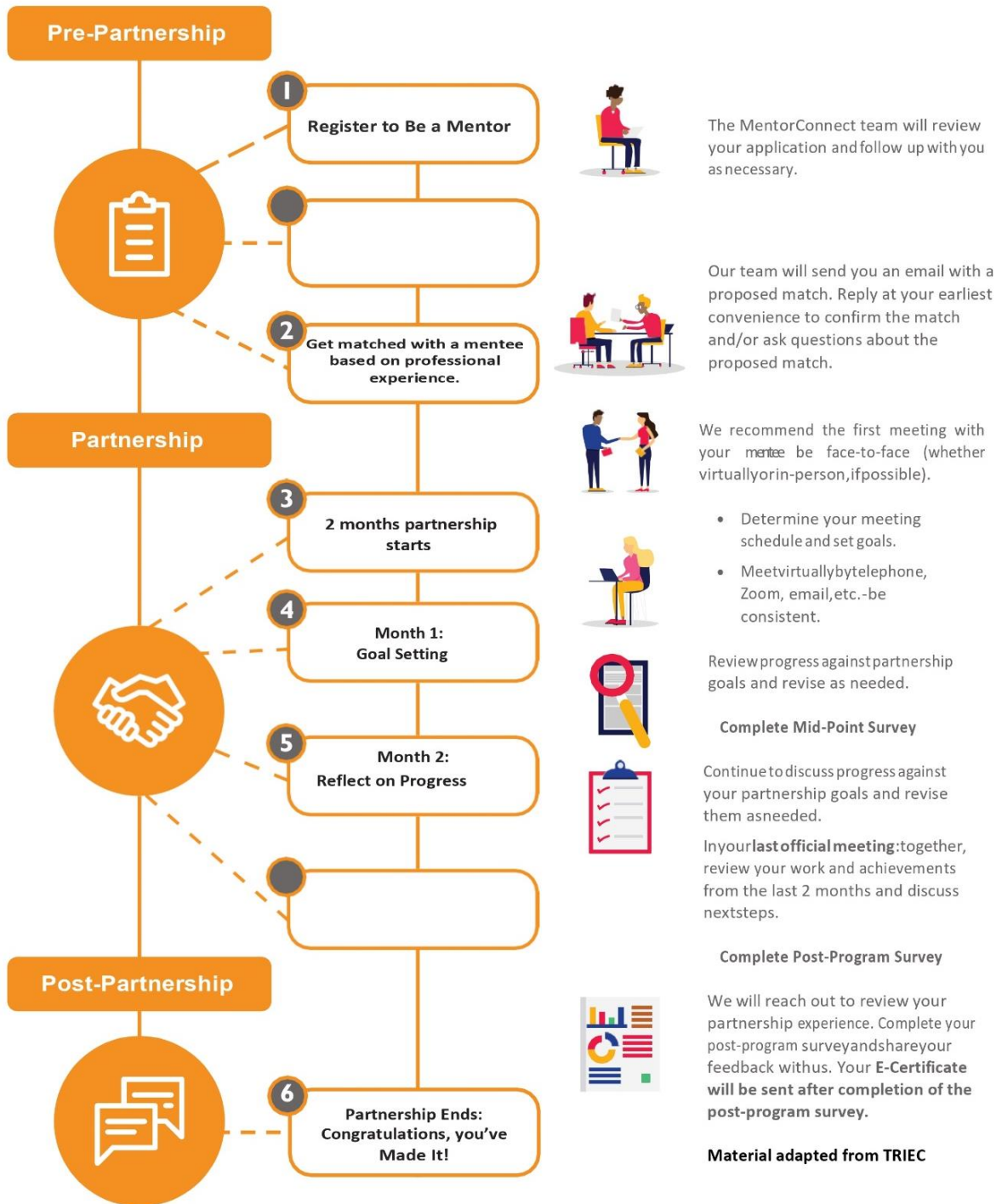
Activities a mentor could engage a mentee in:

- Help a mentee define their goal(s).
- Help a mentee manage risks - identify traps or potential obstacles.
- Help a mentee manage priorities, capacity, and resources.
- Help create an action plan.
- Review and adjust action plan.
- Coach and inform: being new to this environment, the mentee may not be able to see an answer obvious to you.
- Use inquiry: leave the mentee with a question to ponder between sessions.
- Celebrate!

¹ Adapted from TRIEC

Mentor Partnership Roadmap

You will provide about 12 hours of support over a 2-month mentorship. Together with your mentee, decide where, when, and how you will use your time.



REGULAR PULSE CHECKS WITH MY MENTEE

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 you feel about the progress and the relationship.
- If you are still aligned on your mentee's goals and activities.
- If there are any changing priorities on the part of either of us.

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 on mentorship? ²

This quick assessment helps ensure your mentoring relationship is on the right track and that you and your mentee 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

² Adapted from offbeat.com.

| STATEMENT | 0 False | 1 | 2 | 3 True |
|---|---------|---|---|--------|
| We have a recurring meeting in our calendar. | | | | |
| We both know the reason for each meeting. | | | | |
| We both consistently attend our meetings and rarely reschedule. | | | | |
| I leave sessions feeling fulfilled and excited. | | | | |
| We share feedback about how things are going. | | | | |
| We communicate in-between sessions as well. | | | | |
| We have aligned values and similar views of the world. | | | | |
| I feel like my experience and skills can be helpful. | | | | |
| TOTAL | | | | |

WHAT OTHER AREAS CAN MENTORS PROVIDE GUIDANCE?³

As a mentor, you can set up additional supporting aims for your mentorship, in these areas:

Job search tools:

- Review your mentee’s resume to ensure that it is well-structured and tailored to highlight their skills, qualifications, and experience.
- Help identify keywords and phrases that resonate with employers in the local market or in the mentee’s 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 your mentee practice interview questions, conduct mock interviews, and provide feedback to improve their performance.
- Share insights into the typical interview process in their field or industry.
- Discuss body language, attire, and etiquette during interviews.
- Offer tips on crafting compelling and relevant stories to illustrate their skills and experiences.

Professional networking:

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

***DISCLAIMER:**

As a mentor, you are not obligated to introduce your mentee into your close professional network unless you are comfortable to do so.

Create a networking plan with your mentee using some of the ideas below:

- Help your mentee develop and practice a 30-second ‘elevator pitch’ that gives a concise summary of their background and the type of employment they are looking for. Their attitude should be positive and enthusiastic.
- Brainstorm a list of networking events they can attend (i.e. associations, seminars, conferences, job fairs, etc.)
- Explore how to use social media for networking. Review your mentees’ profile, identify groups for them to join and suggest where to search for jobs and build online connections.

³ Adapted from mentorcliq.com

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 my mentee 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 mentee's proficiency level.
- Offer guidance on improving their language skills.

Workplace etiquette

- Guide your mentee 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 your mentee 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 them find tools and apps to aid in time management and productivity.

Community Engagement:

- Encourage your mentee's 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 provided will help guide 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 mentee'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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