



MENTORCONNECT

Welcome to MentorConnect

# CODE OF CONDUCT



## 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.

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

# WELCOME TO MENTORCONNECT

## CODE OF CONDUCT

Dear Mentors and Mentees,

Welcome to an enriching and collaborative mentorship journey designed to foster growth, learning, and mutual support!

We are thrilled to embark on this journey with you, connecting seasoned mentors with ambitious newcomer mentees to create a pathway towards professional success and cultural integration. This welcome booklet serves as a starting point for what promises to be a transformative mentoring relationship. Share your experiences, perspectives, and cultural insights to enrich the dynamic of the mentoring relationship. Thank you for being a part of this inspiring MentorConnect community.

**To our mentors,**

Your unique experiences and perspectives add richness to your mentoring role, and your knowledge guides mentees as they navigate their new professional environment.

**To mentees,**

As you start this mentoring journey, we encourage you to wholeheartedly commit to bringing your lived experiences, stories, and unique skills to the forefront of the mentorship. Remember, you are ultimately accountable for driving the mentoring process, actively contributing your perspectives, and steering your own growth. Your commitment will not only enrich your own journey but also contribute significantly to the success of your mentoring partnership.



### Helpful Hints

#### Use Effective Communication

Establish open lines of communication early on. Discuss your expectations, goals, and preferred communication methods to ensure a harmonious and effective mentorship relationship.

#### Set Clear Goals

Define both short-term and long-term goals for the mentorship. What does the mentee hope to achieve? What expertise can the mentor provide? Setting clear objectives creates a roadmap for success.

#### Be Open-Minded

Embrace diversity in thoughts, ideas, and working styles. Mentees bring unique perspectives, and mentors can learn just as much from mentees as vice versa. An open mind fosters a rich and dynamic mentorship experience.

### Conduct Regular Check-Ins

Schedule regular check-ins to discuss progress, address challenges, and celebrate achievements. Consistent communication ensures that both mentors and mentees stay engaged and on track.

### Share Personal Experiences to Foster a Two-Way Learning Journey

Share your professional journey, including successes and challenges. Personal stories create a connection, inspire both mentors and mentees, and show that everyone faces hurdles on their path to success.

### Embrace Cultural Exchange

Explore and appreciate each other's cultural backgrounds. Embracing cultural exchange not only enhances the mentorship experience and helps you understand each other, but also fosters a more inclusive and supportive workplace culture.

### Attend Events

Mentors and mentees are encouraged to attend lunch and learns, lectures, and business receptions, engaging in pre- and post-reception discussions to build mutual trust. Provide feedback on the effectiveness of networking events and suggest improvements tailored to the mentee's goals.

### Assign Relevant Reading Materials

Mentors may suggest industry-specific or self-improvement resources, such as books, articles, or white papers, encouraging mentees to explore topics aligned with their goals. Mentees can share their findings, and mentors will provide constructive feedback.



#### Sample Session

Session 1: Introduction and goal setting

Session 2: Identifying barriers to career growth

Session 3: Working on specific needs: resume, interview skills etc.

Session 4: Leveraging strengths and working on areas for improvement

Session 5: Goal achievement and next steps

Session 6: Mentoring closure and feedback

\*Mentors and mentees are encouraged to devise their own discussion topics or select from the provided sample list above. The number of sessions is flexible, and the meetings may be held in-person or virtually.



#### Mentoring Partnership

##### Goals

- We commit to collaborating on setting clear and achievable goals for the mentee.
- The mentee agrees to articulate their goals with the mentor's support, determining attainability and prioritization.

**Time Commitment:**

- Approx. 12 Hours over 2 months

\* Beyond scheduled sessions, mentors and mentees may spend informal time together to enhance the mentorship experience, fostering a more personal connection.

**Resolving Conflicts**

- In the event of challenges, mentors and mentees agree to address conflicts professionally and openly.

\*Please reach out to the MentorConnect team for guidance and support if challenges or conflicts are unresolved within the mentorship partnership. Your feedback is invaluable, and we are committed to ensuring a positive and effective mentoring experience for all participants. For all feedback and other queries, email: [mentorconnect@iecbc.ca](mailto:mentorconnect@iecbc.ca)

**GUIDING PRINCIPLES TO PROMOTE INTEGRITY, RESPECT, AND PROFESSION****General Commitment**

As participants in IEC-BC's MentorConnect program, both mentors and mentees are committed to creating a respectful, inclusive, and mutually beneficial mentoring relationship. This Code of Conduct outlines the principles and expectations that will guide the interactions throughout the mentoring journey.

**Duration:**

Throughout the two-month commitment, mentors and mentees are expected to engage for about 12 hours. The flexibility of interactions—whether in-person, over the phone, or through electronic means—is based on their mutually agreed relationship commitment. Communication after the mentorship is determined by the discretion of the mentor and mentee.

**Matching:**

The mentor and mentee will be paired based on responses provided in a registration questionnaire. This questionnaire captures the mentee's preferences, employment background, self-assessment of various soft skills, and goals, ensuring a personalized and relevant match.

**Mentee Responsibilities:**

It is the mentee's responsibility to initiate contact with the mentor once the pairing has been established. Mentees are encouraged to prepare for each meeting, ready to discuss topics and ask questions to ensure a productive and meaningful mentoring process.



## Resolving Conflicts

In the event of challenges, mentors and mentees agree to address conflicts professionally and openly. Please reach out to the MentorConnect team for guidance and support if challenges or conflicts are unresolved within the mentorship partnership. Your feedback is invaluable, and we are committed to ensuring a positive and effective mentoring experience for all participants. The MentorConnect team can be reached via email at: [mentorconnect@iecbc.ca](mailto:mentorconnect@iecbc.ca)

### Timelines:

- Both mentors and mentees will strive to be punctual and respectful of each other's time commitments.

### Goal Alignment:

- Both mentors and mentees will work collaboratively to align mentoring goals with the mentee's professional experience, challenges, and goals.

### Flexibility:

- Both mentors and mentees will approach the mentoring relationship with flexibility, adapting to changing needs.

By adhering to this Code of Conduct, mentors and mentees contribute to the success of MentorConnect and create a positive and supportive environment for professional growth and development.



## For Mentees:

As a mentee you adhere to the following commitments:

- **Active Participation:** Actively engage in the mentoring relationship, demonstrating a commitment to your professional growth and development.
- **Open Communication:** Communicate openly with your mentor, expressing your goals, challenges, and expectations.
- **Respect for Mentor's Time:** Respect your mentor's time and come prepared with specific topics/questions.
- **Accountability:** Take ownership of your career development, set realistic goals, and actively work towards achieving them.
- **Feedback Receptiveness:** Be receptive to feedback, viewing it as an opportunity for learning and improvement.
- **Confidentiality:** Respect the confidentiality of any personal or professional information shared by your mentor.



## For Mentors:

As a mentor you are expected to maintain committed to the following principles:

- **Commitment to Mentee Development:** Dedicate time and effort to support the professional development and integration of your mentee.
- **Open Communication:** Maintain open and honest communication with your mentee, fostering an environment where questions and concerns can be freely discussed.

- Respect for Diversity: Respect and value the diversity of backgrounds, cultures, and experiences that your mentee brings to the relationship.
- Professionalism: Model professional behavior and provide guidance on professional etiquette and workplace norms.
- Feedback and Constructive Criticism: Offer constructive feedback in a positive and encouraging manner, recognizing the mentee's strengths and areas for growth.
- Confidentiality: Maintain the confidentiality of any personal or professional information shared by your mentee unless their explicit consent is provided to share such information.



### Contact Us

For further information contact us at:

Email: [mentorconnect@iecbc.ca](mailto:mentorconnect@iecbc.ca)

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



### Follow us on social media:

LinkedIn [@iecbc](#) | Twitter/ X [@iecbc](#) | YouTube [@iecbc](#)

[Link to the MentorConnect One-pager](#)