

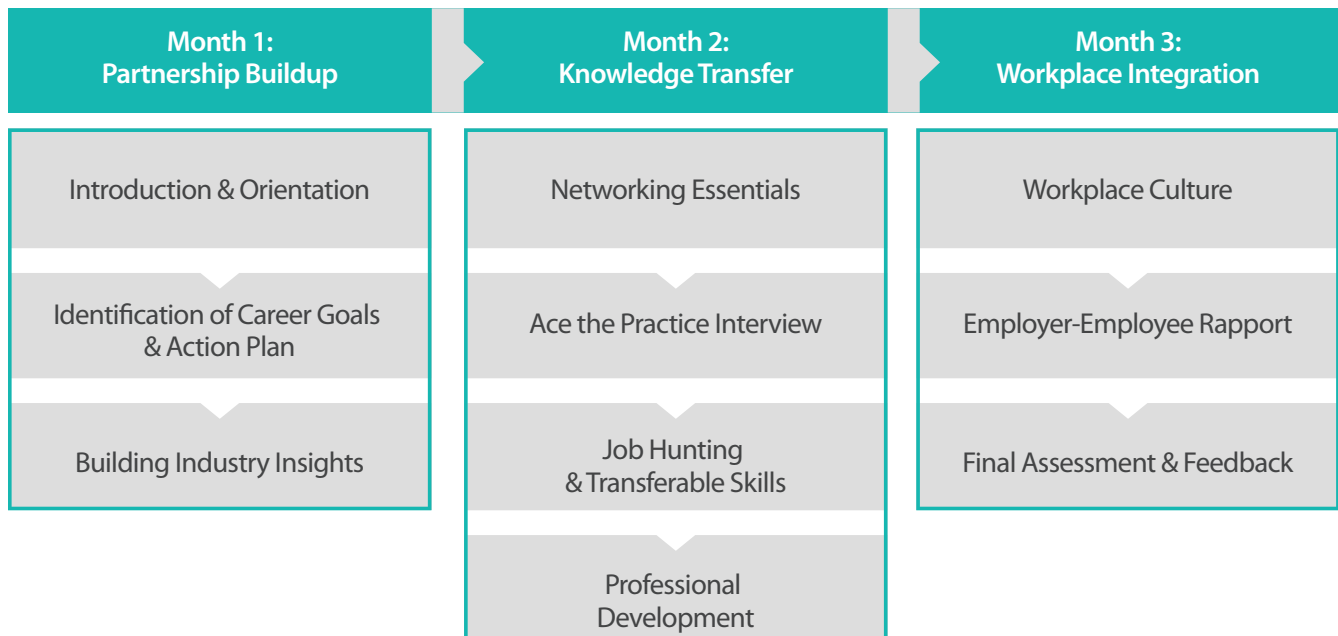
## DIVERSIFY YOUR WORKFORCE

# Roadmap for Mentoring Partnership

## Exchanging a World of Knowledge

The Professional Mentorship Program provides a flexible and structured format with specific goals

- Profession specific, one to one matching format
- Communications through in-person meetings, Skype sessions, scheduled phone-calls and emails
- Approximate duration of 3-4 months with minimum of 6 in-person face-to-face meetings



In this program, mentors help mentees gain industry insights, build a professional network and understand Canadian workplace culture with the goal creating a seamless integration to the workplace.

Meeting	Topics	Activity
1st	<b>Introduction &amp; Orientation</b>	<ul style="list-style-type: none"> <li>• Discuss mentee's professional background</li> <li>• Initial assessment of mentee's professional biography, cover letter &amp; elevator pitch</li> <li>• Discuss mentee's previous job search strategies and progress to date</li> </ul>
	<b>Identify Career Goals &amp; Action Plan</b>	Identify: <ul style="list-style-type: none"> <li>• Mentee's short term and long term work related goals</li> <li>• What mentee has to offer to employers</li> <li>• Strategies for mentee to achieve career goals</li> <li>• An action plan for next two months</li> <li>• Focused targets for mentee: potential industries, employers, positions</li> </ul>

<b>2nd</b>	<b>Build Industry Insights</b>	<ul style="list-style-type: none"> <li>• Give mentee insights into industry landscape, jobs in demand, market trends, prevailing salaries, emerging profiles, best places to work etc..</li> </ul>
<b>3rd</b>	<b>Networking Essentials</b>	<ul style="list-style-type: none"> <li>• Identify networking opportunities for mentee: references, professional associations, events, conferences, local clubs and volunteering</li> <li>• Give mentee networking essential “dos and don’ts”</li> </ul>
<b>4th</b>	<b>Ace the Practice Interview</b>	Assist mentee on how to: <ul style="list-style-type: none"> <li>• Research organizations and get perspective</li> <li>• Navigate interview “dos and don’ts”</li> <li>• Answer behavioral and situational questions</li> <li>• Leave an impression and perform an interview follow-up</li> </ul>
	<b>Job Hunting &amp; Transferable Skills</b>	Assist mentee on how to: <ul style="list-style-type: none"> <li>• Search for job opportunities and identify potential employers</li> <li>• Craft each new job application: résumé, LinkedIn profile and cover letter</li> <li>• Discuss transferable skills and accomplishment statements</li> </ul>
<b>5th</b>	<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Discuss professional development and career progression</li> <li>• Recommend relevant associations, workshops, certifications and licensing based on mentee’s interests and intended career path</li> </ul>
<b>6th</b>	<b>Workplace Culture &amp; Communication</b>	<ul style="list-style-type: none"> <li>• Discuss effective workplace culture and practices</li> <li>• Conduct situational analysis with mentee by simulating challenging scenarios in the workplace</li> </ul>
	<b>Employer-Employee Rapport</b>	Discuss: <ul style="list-style-type: none"> <li>• How to develop and maintain a healthy employer-employee rapport</li> <li>• The importance of organization policies, codes of conduct, rights and duties and the unwritten rules of every office</li> </ul>

The last stage of the Mentorship Program is to assess the partnership experience and provide feedback to the mentees for any improvement areas and way forward for seamless integration.

<b>6th</b>	<b>Final Assessment &amp; Feedback Session</b>	<ul style="list-style-type: none"> <li>• Fill out an assessment form and review the mentoring partnership experience</li> <li>• Evaluate mentees progress and readiness for employability</li> <li>• Provide insights to develop the mentorship program</li> <li>• Share advice with mentees on improvement areas and the way forward</li> </ul>
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