

## **CPHR NL Mentorship Program - Mentorship Package**

### **CPHR NL Mentorship Program Best Practices**

#### **Mentee:**

1. Take responsibility for your own learning. A mentorship program thrives when mentees are eager and ready to learn.
2. Identify the areas of development that you wish to address and communicate your goals/objectives clearly. Set realistic expectations with your mentor.
3. Be proactive. Prepare an agenda and share the agenda with your mentor prior to meetings. Come to meetings prepared, with a list of questions pertaining to items on the agenda.
4. Take notes during each mentoring session and record any planned action items for future meetings.
5. Good time management skills are essential to successful mentorship meetings. Prepare an agenda for each meeting outlining a few key topics for discussion.
6. Be respectful of your mentor's time. Arrive at meetings on time and adhere to the scheduled time frame.
7. Ensure that communication with your mentor is clear, concise, and respectful.
8. Maintain confidentiality and trust within your partnership.
9. Provide feedback to your mentor. Communicate your needs, ask questions, and be sure to show gratitude for their time and advice.

#### **Mentor:**

1. Listen carefully before sharing your wisdom. Maintaining an open dialogue and practicing active listening can ensure greater success in achieving the goals/objectives of the partnership.
2. Keep an open mind and treat the mentoring process as a learning opportunity. The best mentorships allow both parties to learn and develop.
3. Prepare for meetings in advance. Review the agenda prior to the meeting and think about potential resources or information that you can provide to your mentee.
4. Follow through. If you commit to resolving an issue, finding an answer, or providing a resource to your mentee, ensure that you do so.
5. Be respectful of your mentee's time. Arrive at meetings on time and adhere to the scheduled time frame.
6. Ensure that communication with your mentee is clear, concise, and respectful.
7. Maintain confidentiality and trust within your partnership.
8. Maintain a positive approach and attitude. Be encouraging and supportive to ensure an enjoyable experience for your mentee.

## CPHR NL Mentorship Program - Mentorship Package

### CPHR NL Mentorship Program - Initial Meeting Guide

To ensure that the CPHR NL Mentoring Program will be a beneficial and rewarding experience for both parties involved, we suggest you discuss the items listed below during the first meeting.

Please cover all points for discussion and complete the Mentorship Action Plan document and send to CPHR NL to let us know that the relationship is underway via [mentorship@cphrnl.ca](mailto:mentorship@cphrnl.ca)

<b>Suggestions for initial discussion:</b>
Discuss your educational background and work experiences, particularly in the area of Human Resources.
Discuss your past experiences with mentoring programs and your reasons for participating in the CPHR NL Mentorship Program.
Share your expectations of the program. Discuss items on the Mentoring Action Plan.
Clarify any confidentiality expectations that you may have.
Define your roles (i.e. who sets the meeting times, who sets the agenda, how far in advance the agenda will be provided to the mentoring partner, etc.)
Set guidelines about the timing, location, and format of meetings (i.e. how often you connect, method of communication, etc.)

<b>Mentorship Program Checklist</b>	<b>Check (v)</b>
Complete the Mentoring Action Plan, which outlines: the agreed upon learning goals and/or objectives for the partnership, planned actions to achieve those goals and/or objectives, indicators of what success looks like, and targeted completion dates.	
Review the Mentoring Best Practices information sheet	
Complete the Mentorship Action Plan form and return to CPHR NL Mentorship Committee via <a href="mailto:mentorship@cphrnl.ca">mentorship@cphrnl.ca</a>	

## CPHR NL Mentorship Program - Mentorship Package

### CPHR NL Mentorship Program - Mentorship Agreement and Action Plan

The Mentorship Action Plan will guide the mentoring relationship and ensure that both parties remain focused on achieving their intended goals and objectives. An effective action plan addresses specific goals/objectives for the mentee and outlines specific actions to target those areas. The goals/objectives referenced in the plan will be the driving force behind the mentoring relationship and will aid in the development of learning activities.

The Mentorship Action Plan should be discussed in the first mentorship meeting but may take several meetings to complete. Formulating the plan earlier in the mentorship will allow for more focused meetings and greater success in achieving the mentee’s goals/objectives. The number of goals/objectives is to be determined by both parties.

Learning Goals/Objectives	Planned Actions	Success Criteria	Target Completion Date

## CPHR NL Mentorship Program - Mentorship Package

The mentor and mentee agree to maintain confidentiality of the topics discussed in the mentorship relationship. This includes the personal experiences shared unless there is a concern of harm to the mentee or others.

We agree to the goals and objectives listed above in our Mentoring Action Plan as the focus of our mentoring meetings. We have read through and agree with the contents of the CPHR NL Mentorship Program – Mentorship Package.

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Mentor Signature

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Date

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Mentee Signature

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Date

Please return a copy of the Mentorship Agreement and Action Plan to the CPHR-NL Mentorship Committee by **May 31<sup>st</sup>, 2021** via [mentorship@cphrnl.ca](mailto:mentorship@cphrnl.ca).