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

<table>
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<tr>
<th>Month 1: Partnership Buildup</th>
<th>Month 2: Knowledge Transfer</th>
<th>Month 3: Workplace Integration</th>
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<tr>
<td>Introduction &amp; Orientation</td>
<td>Networking Essentials</td>
<td>Workplace Culture</td>
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<td>Identification of Career Goals &amp; Action Plan</td>
<td>Ace the Practice Interview</td>
<td>Employer-Employee Rapport</td>
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<td>Building Industry Insights</td>
<td>Job Hunting &amp; Transferable Skills</td>
<td>Final Assessment &amp; Feedback</td>
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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.

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<th>Meeting</th>
<th>Topics</th>
<th>Activity</th>
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| 1st     | Introduction & Orientation | Discuss mentee’s professional background  
|         |         | Initial assessment of mentee’s professional biography, cover letter & elevator pitch  
|         |         | Discuss mentee’s previous job search strategies and progress to date  
|         | Identify Career Goals & Action Plan | Identify:  
|         |         | Mentee’s short term and long term work related goals  
|         |         | What mentee has to offer to employers  
|         |         | Strategies for mentee to achieve career goals  
|         |         | An action plan for next two months  
<p>|         |         | Focused targets for mentee: potential industries, employers, positions |</p>
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<tr>
<th>2nd</th>
<th>Build Industry Insights</th>
<th>• Give mentee insights into industry landscape, jobs in demand, market trends, prevailing salaries, emerging profiles, best places to work etc..</th>
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</table>
| 3rd | Networking Essentials   | • Identify networking opportunities for mentee: references, professional associations, events, conferences, local clubs and volunteering  
• Give mentee networking essential “dos and don’ts” |
| 4th | Ace the Practice Interview | Assist mentee on how to:  
• Research organizations and get perspective  
• Navigate interview “dos and don’ts”  
• Answer behavioral and situational questions  
• Leave an impression and perform an interview follow-up |
|     | Job Hunting & Transferable Skills | Assist mentee on how to:  
• Search for job opportunities and identify potential employers  
• Craft each new job application: résumé, LinkedIn profile and cover letter  
• Discuss transferable skills and accomplishment statements |
| 5th | Professional Development | • Discuss professional development and career progression  
• Recommend relevant associations, workshops, certifications and licensing based on mentee’s interests and intended career path |
| 6th | Workplace Culture & Communication | • Discuss effective workplace culture and practices  
• Conduct situational analysis with mentee by simulating challenging scenarios in the workplace |
|     | Employer-Employee Rapport | Discuss:  
• How to develop and maintain a healthy employer-employee rapport  
• The importance of organization policies, codes of conduct, rights and duties and the unwritten rules of every office |

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.

| 6th | Final Assessment & Feedback Session | • Fill out an assessment form and review the mentoring partnership experience  
• Evaluate mentees progress and readiness for employability  
• Provide insights to develop the mentorship program  
• Share advice with mentees on improvement areas and the way forward |

For information please contact:  
Ritu Ganju | Team Lead, Mentorship Program Coordinator | 902.406.8662 | rganju@isans.ca  
www.isans.ca