

Advance

## *The Mentee*



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# INTRODUCTION

ADVANCE is a mentorship model developed for women in the fields of Science, Technology, Engineering and Mathematics (STEM). The model was created by YES with support from Status of Women Canada.

More women than ever before are pursuing STEM education and likewise becoming employed in related industries. However, studies show that women working in STEM are still not advancing at the same rate as their male counterparts. There is also evidence that women are exiting the STEM industry in higher volumes than men, typically after five to seven years in the industry.

With so much lost talent and potential, the industry and economy suffers alongside individual women.

Mentorship is cited as a successful means of engaging, motivating and developing employees. Mentees gain valuable counsel and insight to help achieve their personal career objectives, while organizations typically benefit from a more satisfied workforce, increased productivity and streamlined knowledge transfer.

Through the implementation of a well-managed mentorship initiative, organizations typically benefit from a more satisfied workforce, increased productivity and streamlined knowledge transfer.

Sponsored by your executive team and with the support of your managers and supervisors, ADVANCE is offered to you to encourage career advancement, contribute towards a more level corporate playing field, and encourage women’s participation at all levels of responsibility within the company.

# WHAT IS MENTORING?

Mentoring is a relationship where an experienced person (a mentor) shares his/her knowledge, expertise and experience with a less experienced person (a mentee) who is willing to learn and benefit from this exchange. Mentoring focuses on the mentee as a learner, who is working toward achieving specific goals as part of the mentoring process.

<p><b><i>Mentoring is:</i></b></p> <ul style="list-style-type: none"><li>• Voluntary</li><li>• Trust-based</li><li>• Focused on defining and achieving the mentee’s professional goals</li><li>• Mentee-driven and mentor-supported</li><li>• Productive and beneficial for both mentors and mentees</li><li>• An on-going active collaborative relationship</li></ul>	<p><b><i>Mentoring is not:</i></b></p> <ul style="list-style-type: none"><li>• An obligation</li><li>• A relation of power</li><li>• A one-way relationship</li><li>• A private course or coaching session</li><li>• A personal counseling or therapy session</li><li>• A rigid process with strict instructions</li></ul>
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## PRINCIPLES OF MENTORING

Below are six basic principles of mentoring. There is a higher chance of building a successful relationship when mentees, mentors and the organization understand and embrace these principles:

### **Mentoring relationships are based on trust**

Trust is one of the most important elements of a mentoring relationship. If trust cannot be established between a mentee and a mentor, or if this trust is broken, the relationship will be unable to succeed.

### **A mentor is a role model**

Mentees learn by asking questions, listening and observing their mentors. Mentors lead by example based on experience, and should always reinforce positive and professional behaviors in their mentees.

### **Mentoring is given freely and is freely received**

Mentors are not paid. They volunteer their time and receive intangible benefits from the relationship, such as the satisfaction of sharing their knowledge and seeing another individual succeed.

### **Mentoring is a collaborative partnership: treat each other with respect**

Like all other relationships, mentoring partners treat each other as they would like to be treated themselves. This includes respecting meeting dates and times and making an effort to return phone calls and/or e-mails in a timely fashion. It also requires a collaborative approach to setting goals and evaluating results.

### **Successful mentoring relationships focus on the mentee as the learner**

Mentors advise and guide the mentee, but they do not do the mentee's work for them. A mentor teaches how to build skills and develop behaviors that will allow a mentee to make sound business and professional decisions on their own. Mentees should be open to the constructive criticism a mentor may offer.

### **Mentoring is rewarding, satisfying and enjoyable for mentors and mentees**

A successful mentoring relationship should give both mentors and mentees a sense of accomplishment and fulfillment.

## PILOT OVERVIEW

An ADVANCE project lead will be identified within your company and they will be your point person for initial enquires.

They will inform you when a mentor has been identified as a good fit to work with you for the 6 month pilot period. You will have the opportunity to raise any reservations about the proposed candidate in terms of potential conflict of interest or existing personal relationship.

The project lead will provide you with access to the ADVANCE tool. The tool helps you manage your mentorship relationship. It will assist you in scheduling meetings, setting and tracking objectives, give access to helpful resources and best practices. When you set up your profile there will be online agreements to acknowledge and a survey to complete.

Your lead will help you set the date for your first meeting with your mentor. Within this first session you should get to know each other, look at the ADVANCE tool together and define 2-3 professional objectives. As this initiative is mentee led, you will be responsible for setting future meetings.

It is recommended that you meet with your mentor at least once per month, for an hour. Where your mentor has more flexibility and availability you can connect more often or for longer periods. Email correspondence, telephone or skype connections can also be utilised depending on your mentor's preference.

Once you have identified your main objectives your mentor can assign tasks or 'homework' that can be completed between meetings and help you move towards achieving your set goals. You are encouraged to seek opportunities out that will contribute towards accomplishing your objectives (e.g. networking events, trainings etc.)

The pilot period is 6 months so you should meet a minimum of 6 times within this period. A final survey should be completed via the tool at the end of the pilot period.

Your project lead and other members of the company have access only to aggregated information from mentorship matches across the company. They cannot access any notes you have recorded on the ADVANCE system, tasks or similar details.

Congratulations on being selected for this initiative. Your employer selected you for this pilot as they recognize you have advancement potential and a commitment to self-improvement. Involvement in the mentorship initiative is a privilege from which you can gain a great deal of personal and professional progression.

## YOUR ROLE AS A MENTEE

A mentee is open to new ideas and is willing to learn and develop skills that will help her make good career decisions and reach the goals established at the start of the relationship. For a mentoring relationship to succeed, it is important that a mentee understand her role.

- **Be pro-active:** Initiate regular contact with your mentor and participate fully in the mentoring sessions. As the mentee, it is your responsibility to schedule meetings and set the agendas. You will only get out of this relationship as much as you put in. Always follow through on your mentor's suggestions.
- **Know yourself:** Know your strengths, weaknesses and capabilities. Be familiar with your goals and objectives, and what obstacles you foresee. Present a clear picture of yourself to your mentor.
- **Share honestly:** Try not to hold back pertinent information from your mentor. The more truthful you are, the better able your mentor will be to help.
- **Ask questions and listen carefully to your mentor's answers:** If you don't ask questions, how will you find out the answers? Mentoring is your chance to find out everything you have ever wanted to know about a particular subject. You might not always like the answers provided, but always listen attentively.
- **Be prepared:** Do your homework between meetings. Create meeting agendas. Plan ahead for upcoming meetings, and be prepared to approach your mentor with new questions, challenges, and even possible solutions.
- **Show appreciation:** Your mentor is volunteering his/her time, so show your appreciation of their efforts. Say and express your thanks for their help.
- **Respect boundaries:** Your mentor is a busy professional, be consistent with your correspondence without inundating them. Respect the rules of engagement as agreed with your mentor in the beginning of your relationship. Accept that they may have busy periods where they may not be able to be as responsive.
- **Reciprocate.** Mentorship is a two-way street. Think about ways you can help your mentor and even ask if there are ways you can contribute to their agenda.
- **Report on progress:** When required, report on progress and provide feedback on the initiative via the online platform.

## SETTING YOUR OBJECTIVES

You should think carefully and honestly about what you want to achieve from the mentoring relationship. Where possible objectives should be SMART: specific, measurable, action-oriented, realistic, and time-specific. Guidance can be sought from senior management in terms of linking your personal career development goals with those of your team or company.

The following high-level categories have been predetermined within ADVANCE to help guide the process of goal setting.

- Communication
- Leadership
- Networking
- Skill Development
- Other

Within these categories you can identify more specific objectives. It might be helpful to consider the following when thinking about possible short and long-term development goals and how you might assist progression in these areas:

- Reconciling short-term deliverables with longer-term objectives
- Achieving greater awareness and recognition among members of senior management, (non-financial) recognition of your work and achievements
- Career advancement with current employer
- Establishing working relationships with specific members of senior management
- Expanding external network
- Improving networking skills
- Navigating the political landscape/political skills at the workplace
- Greater understanding of your organization's structure, notably the decision-making process
- How to better market yourself internally and externally
- Improving work-life balance
- Identifying strategies that can both advance your agenda and contribute to achieving your organization's goals, and how to implement them
- Looking at your competencies and skills from senior management's view and identifying which ones are most effective/needed/helpful

As you meet with your mentor you can each set action items and tasks for you to complete that will help you move towards your set goals. For example if one objective is to grow your professional network, then your mentor might suggest certain events to attend or connections to make.

## REPORTING

We aim to gather as much quantifiable data as possible regarding mentorship and the ADVANCE model.

Several data collection intervals are important to this process:

- MENTEE & MENTOR: Baseline survey at the beginning of the process
- MENTEE & MENTOR: Mentoring Agreement & Code of Ethics
- MENTEE & MENTOR: Scheduling and accepting meetings
- MENTEE: Recording Objective Categories
- MENTEE & MENTOR: Setting tasks affiliated with each objective
- MENTEE: Confirm when tasks and homework have been achieved
- MENTEE & MENTOR: End of term survey
- MENTOR: Can submit progress reports at any time. These will be sent directly to the project lead of the mentees company. These can be used to give praise or raise any major concerns. Mentors are restricted from divulging personal or confidential information unless deemed urgent.

These data collection points allow the company, YES and Status of Women Canada to see aggregate data and determine the success and sustainability of the initiative.

By having quantitative and qualitative data that speaks to the impact of the project, we have a greater chance to ensure companies take the time and resources to sustain the program.

Please note that your mentor can provide progress reports to your project lead when they wish to give you kudos or if they have any major concerns about the relationship.



## THE TOOL : [www.advanceinstem.ca](http://www.advanceinstem.ca)

When your project lead registers you as a user on the ADVANCE system, you will receive correspondence with your temporary password and option to update.

Dear Leann Brown

Welcome to the ADVANCE mentorship program.

You have been assigned a temporary password: [REDACTED]

It is strongly recommended you change your password at <http://advanceinstem.ca/passwordreset>

You will receive another e-mail from the system when you are placed in a mentoring relationship.

Then you may login at <http://advanceinstem.ca/login> to manage your mentorship.

We hope you enjoy your mentorship experience.

If you have recieved this e-mail by mistake please contact [info@advanceinstem.ca](mailto:info@advanceinstem.ca)

You will not be able to access the system until you are matched in a mentoring relationship and receive correspondence confirming this:

Dear Leann Brown

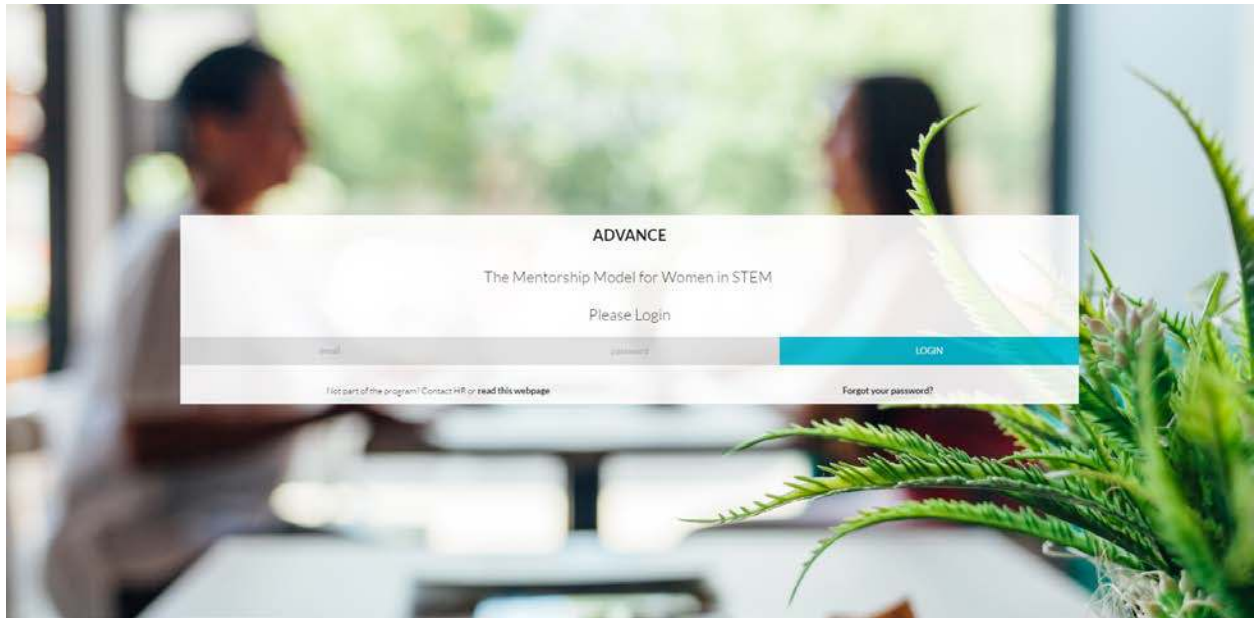
You have just been placed in a mentoring relationship on the ADVANCE platform.

Log in now at <http://advanceinstem.ca> to manage your relationship.

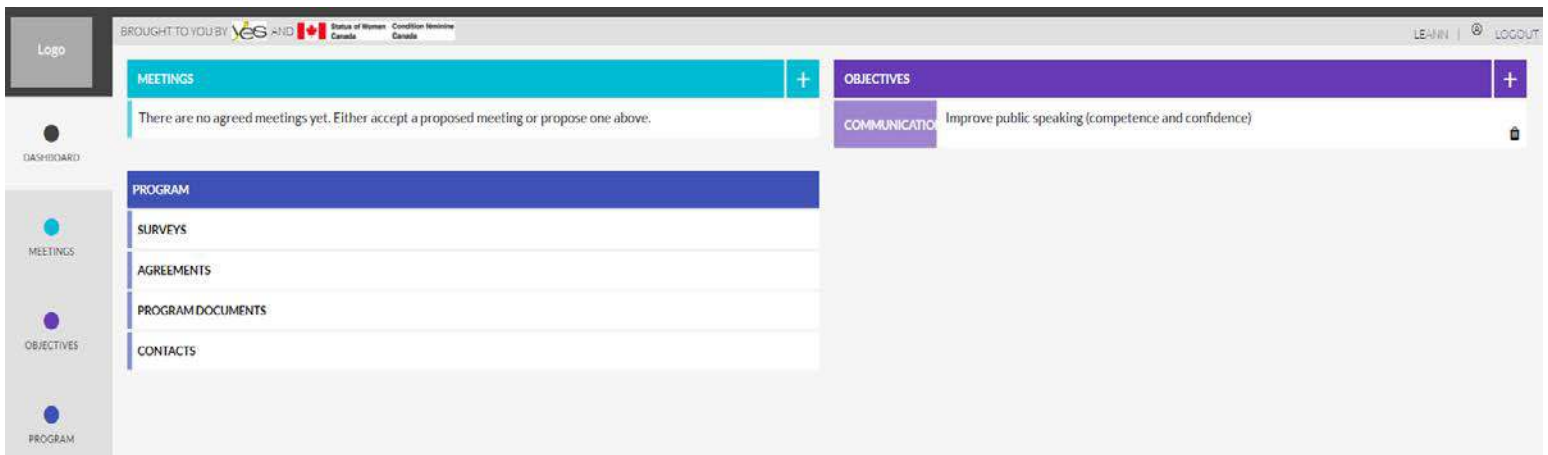
We hope you enjoy your mentorship experience.

If you have recieved this e-mail by mistake please contact [info@advanceinstem.ca](mailto:info@advanceinstem.ca)

From here you can visit the homepage and use your email address and temporary password to log on to the site:



**DASHBOARD:** When you log-in you will see your dashboard. This is your mentorship relationship at a glance. You will see any upcoming meetings, any defined objectives and be able to access program documentation. Your mentor will share a similar dashboard with your objectives, tasks and meeting available to them to view.



**MEETINGS:** Go to the meetings tab to propose and accept meetings from your mentors:

The screenshot shows the 'MEETINGS' tab in a web application. The header includes the logo, navigation menu (Dashboard, Meetings, Objectives, Program), and user information (LEANN | LOGOUT). The main content area is titled 'MEETINGS' and features a 'PROPOSE A MEETING' section with a table containing columns for date (12/10/2016), time (09:00 AM), duration (60), and location. Below this is a 'PROPOSED MEETINGS' section with a table listing proposed meetings, including dates (Oct 17 00:00-01:00 and Oct 19 09:00-10:00), locations (JavaU and Boardroom), and the proposer (PROPOSED BY YOU). A message at the bottom states: 'There are no agreed meetings yet. Either accept a proposed meeting or propose one above.'

**OBJECTIVES:** Go to the Objectives tab to define new objectives, set tasks, see homework your mentor has suggested and track your progress.

The screenshot shows the 'OBJECTIVES' tab in the web application. The header is similar to the previous screenshot. The main content area is titled 'OBJECTIVES' and shows a dropdown menu for 'Communication' and a table with columns for 'Description' and 'ADD'. Below this, a specific objective is displayed: 'Improve public speaking (competence and confidence)'. Underneath, there is a 'Tasks' section with a list of tasks, including 'Montreal Girl Geeks Public Speaking event @ Google, Thursday 27 October' and 'Present for team at the next staff meeting 03-September-2016'. A task progress bar is shown, with a green segment indicating 'Complete' and a grey segment indicating 'Incomplete'. There is also a 'Notes' section.

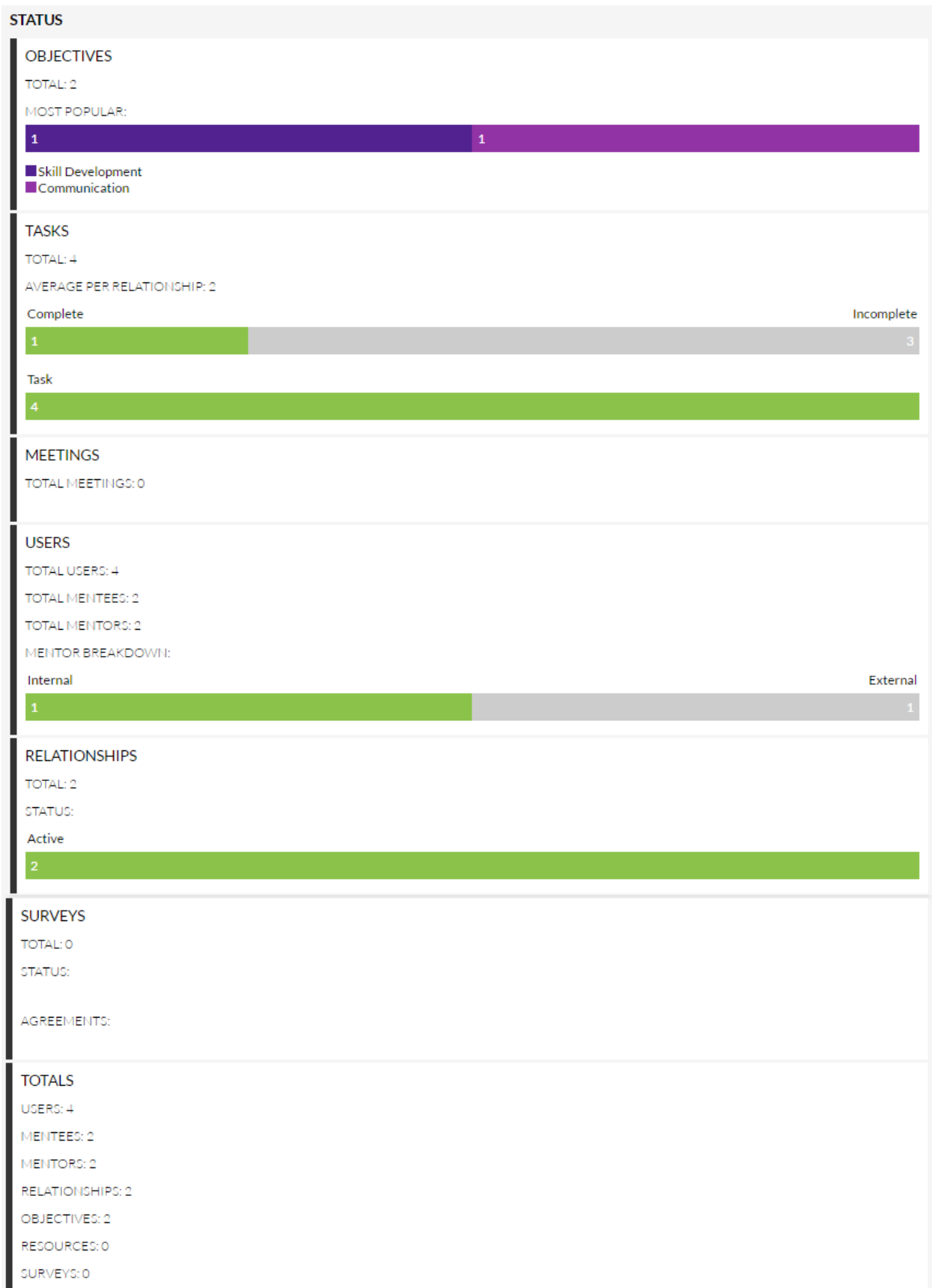
As a priority, please complete the following survey and agreements within the first week of accessing the tool:

- Baseline survey
- Mentorship Agreement
- Code of Ethics

The screenshot shows the 'PROGRAM' tab in the web application. The header is consistent with the previous screenshots. The main content area is titled 'PROGRAM' and contains several sections: 'SURVEYS' (with a message 'No surveys to be completed for the moment.'), 'UPCOMING (LOCKED)' (with a message 'No upcoming surveys.'), 'AGREEMENTS' (with a message 'No agreements yet.'), 'PROGRAM DOCUMENTS' (with a message 'No program documents yet.'), and 'CONTACTS' (with a 'MY CONTACT' section). At the bottom right, contact information for Leann Brown is provided: leanndenisebrown@googlemail.com and 514-878-9788 x308.

What your organisation /project lead can see:

Aggregate data on objectives, associated tasks, users, relationships and surveys.



Data specific to you that your company can view includes your contact details, your mentors contact details, amount of meetings held, and amount of tasks completed – NOT the specific details of meetings, notes, tasks or objectives.

RELATIONSHIPS			+
MENTOR	MENTEE	ACTIVE	
Test Mentor	Test Mentee	<input checked="" type="checkbox"/>	
Progress reports			
2016-10-07T05:25:44.000Z			
Meetings			
			Upcoming
Tasks			
Complete			Incomplete
<div style="width: 25%; height: 10px; background-color: #76b82a;"></div>			<div style="width: 75%; height: 10px; background-color: #ccc;"></div>
Mario Clarke	Leann Brown	<input checked="" type="checkbox"/>	
Progress reports			
Meetings			
			Upcoming
Tasks			
Complete			Incomplete
<div style="width: 25%; height: 10px; background-color: #76b82a;"></div>			<div style="width: 75%; height: 10px; background-color: #ccc;"></div>

**This guide was created to help onboard mentees to the ADVANCE mentorship pilot. This is a living document and we invite feedback on the documentation, process and pilot at any time. If you have suggestions to share, please do not hesitate to contact Leann Brown, Project Coordinator at YES at [lbrown@yesmontreal.ca](mailto:lbrown@yesmontreal.ca) o 514-878-9788 x308.**