



THE HRPA WEST TORONTO MENTORSHIP PROGRAM

Why Be a Mentor?

- Engage in and give back to your human resources community of practice
- Become more self-aware of your leadership style and practice
- Influence and impact a colleague
- Be rejuvenated through fresh perspectives
- Realize personal satisfaction through sharing knowledge, skills and experience
- Expand your network
- Earn credits towards re-certification (1.5 points per hour) – see Development Category B of the Recertification Log on the HRPA website
- Support your professional association
- Have fun!

Why Be a Mentee?

- Benefit from personalized, one-on-one coaching and support
- Develop breadth and depth of technical and leadership skills
- Rejuvenate a seasoned colleague with new ideas and perspectives
- Strengthen your confidence and competence (knowledge, skills and experience)
- Build your network
- Learn from your mentor's experiences in preparation for the NKE
- Potentially realize great visibility, timely promotions and career satisfaction
- Earn credits towards re-certification (1.5 points per hour) – see Development Category B of the Recertification Log on the HRPAs website
- Have fun!

How To Be a Mentor?

- Be an active HRPWT member in good standing
- Have completed 5 years professional experience in HR
- Commit to a minimum of 2-4 contact hours per month (e.g. in person, by phone, via e-mail, at Mentor-Mentee meetings)
- Complete the Mentorship Application
- Be matched by the Mentorship Committee
- Complete a formal Agreement documenting expectations
- Evaluate progress at the 3 month mark, with a final evaluation at the end of the 7 month program
- Provide feedback through a survey to the Mentorship Committee

How To Be a Mentee?

- Be an active HRPWT member in good standing
- Be one of the following:
 - A student about to graduate and begin full-time employment in HR
 - A Continuing Education student looking for full-time work in HR
 - An HR practitioner who would benefit from mentoring
 - Someone in the process of making a career change into HR
- Commit to a minimum of 2-4 contact hours per month (e.g. in person, by phone, via e-mail, at Mentor-Mentee meetings)
- Complete the Mentee Application
- Be matched by the Mentorship Committee
- Complete a formal Agreement documenting expectations
- Evaluate progress at the 3 month mark, with a final evaluation at the end of the 7 month program
- Provide feedback through a survey to the Mentorship Committee

Mentee & Mentor Roles

MENTEE	MENTOR
<p>Driver of Relationship</p> <ul style="list-style-type: none"> • Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor • Bring up new topics that are important to you at any point and give feedback to your mentor <p>Development Planner</p> <ul style="list-style-type: none"> • Work with your mentor to set up goals, developmental activities, and time frames <p>Resource Partner</p> <ul style="list-style-type: none"> • Work with your mentor to seek resources for learning <p>Teacher</p> <ul style="list-style-type: none"> • Look for opportunities to give back to your mentor • Share any information that you think might be valuable <p>Continuous Learner</p> <ul style="list-style-type: none"> • Take full advantage of this opportunity to learn 	<p>Coach/Advisor</p> <ul style="list-style-type: none"> • Give advice and guidance, share ideas, and provide feedback <p>Source of Encouragement/Support</p> <ul style="list-style-type: none"> • Act as sounding board for ideas/concerns about mentee's career path. <p>Resource Person</p> <ul style="list-style-type: none"> • Identify resources to help mentee enhance personal development and career growth • Expand the mentee's network of contacts <p>Champion</p> <ul style="list-style-type: none"> • Serve as advocate for mentee whenever opportunity presents itself • Seek opportunities for increased visibility for mentee <p>Devil's Advocate</p> <ul style="list-style-type: none"> • When appropriate, play devil's advocate to help mentee think through important decisions and strategies

Mentoring is a brain to pick, an ear to listen, and a push in the right direction." - John Crosby

Mentoring Process

Timing	Activity	Outcome
First Contact	Mentor will contact Mentee	Date for first meeting
First in-person meeting	Mentee and Mentor will meet and begin to discuss expectations of the mentoring relationship	Mentor and Mentee relationship has been established Formal Agreement documenting expectations is completed
Ongoing	Mentee and Mentor continue to communicate and share with each other	Phone, e-mail or in-person meeting will take place
Evaluation	Mentorship Committee will provide Mentor and Mentee with evaluation forms to fill out	Feedback is provided and is used to improve and evaluate the Mentorship Program
After the program	Informal unsupervised relationship	On-going learning

Mentoring Myths

- **Mentors are usually Executives**
 - Anyone with knowledge, skills and experience to share, regardless of level or title, can be a Mentor
 - The Gallup Organization champions “heroes in every role” – which means there are potential Mentors at every level
- **Mentoring requires a lot of time**
 - Mentoring is more effective in smaller bites of time on a regular basis
 - HRPWT asks for a minimum commitment of 2-4 hours/month
 - Contact hours can be in person, by phone, via e-mail or at Mentor-Mentee meetings
- **Mentoring is a lot of (extra) work**
 - Mentoring influences all areas of life: work, family, lifelong learning, community service
 - Your mentoring skills will also positively impact colleagues, partners, children, friends, other associates
- **Mentoring means giving feedback**
 - Feedback is just one facet of mentoring; constructive feedback is what Mentees need and want
 - Exchanging ideas, effective questioning, active listening, inspiring, motivating are equally important

Thank You!

- On behalf of the HRPWT Executive Committee, thank you for your interest in this program
- If you wish to participate as a Mentor or a Mentee, please complete the HRPWT Mentoring Program application found on our website www.hrpwt.com and submit to mentoring@hrpwt.com along with a copy of your resume
- Feel free to contact us at mentoring@hrpwt.com with your questions or feedback. We look forward to hearing from you.

Your HRPWT Executive Committee

Good luck and have fun!