

# CPB Canada Mentorship Program: TIPS FOR A SUCCESSFUL MENTORSHIP EXPERIENCE



Want to get the most out of your CPB Canada Mentorship Program experience? This guide provides key strategies to make your meetings productive fulfilling, and pave the way for a rewarding mentorship journey.

## BOTH MENTORS & MENTEES:

### 1 GETTING STARTED

- ✦ **Review Program Resources:** Familiarize yourself with the program materials, expectations, and communication channels.
- ✦ **Set SMART Goals:** Establish goals for your mentorship experience. Specific, Measurable, Attainable, Relevant, and Time-bound goals will set you up for success.

### 2 BUILDING A STRONG FOUNDATION

- ✦ **Getting to Know Each Other:** Break the ice with casual conversation, find common ground, and establish communication preferences during your first meeting.
- ✦ **Positive Reinforcement:** Celebrate each other's successes, big or small!





# MEETING SCHEDULING



## 3

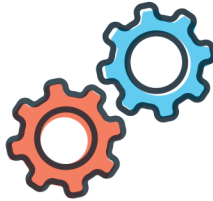
### WHO SCHEDULES THE MEETINGS?

In a new mentorship relationship, the **mentee** typically takes the initiative to schedule meetings. This demonstrates your proactiveness and allows you to tailor the agenda to your current needs and goals.

#### TIPS FOR MENTEES:

- ✦ **Be Proactive:** Reach out to your mentor after your initial meeting to suggest a first meeting time.
- ✦ **Respect Mentor's Time:** Be mindful of your mentor's schedule and suggest a few options for their availability.
- ✦ **Consider Frequency:** Discuss preferred meeting frequency with your mentor during your first meeting (e.g., weekly, bi-weekly, monthly).
- ✦ **Be Flexible:** Be open to finding a mutually agreeable time for both of you.

#### TIPS FOR MENTORS:

- ✦ **Discuss Preferences:** During the first meeting, discuss preferred meeting frequency, communication channels, and any scheduling constraints.
  - ✦ **Offer Guidance:** If your mentee seems hesitant, you can offer to help them set up the first meeting.
  - ✦ **Be Flexible:** Work with your mentee to find a time that works for both of you.
- 



# ENSURING PRODUCTIVE MEETINGS

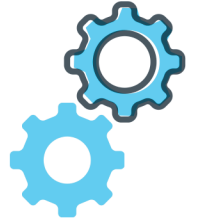
## BOTH MENTORS & MENTEES:

### Before the Meeting:

- Create and follow an agenda
- Set goals for the meeting
- Gather discussed materials in advance to make the most of your time together

### During the Meeting:

- Start on time and dedicate the time to your mentor/mentee
- Actively listen and engage
- Have open communication
- Balance the conversation
- Establish action items

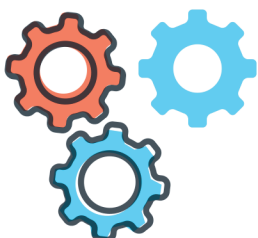


## TIPS FOR MENTEES:

- ⚡ **Take the initiative:** Take the lead and reach out to your mentor with questions or requests for guidance.
- ⚡ **Be Proactive:** Come prepared to meetings with specific questions or topics for discussion.
- ⚡ **Come Prepared:** Having a clear purpose for meetings demonstrates initiative and maximizes their value.
- ⚡ **Active Listening:** Pay close attention to your mentor's advice and ask clarifying questions.

## TIPS FOR MENTORS:

- ⚡ **Embrace Continuous Learning:** The program can be a learning experience for you as well! Be open to new perspectives and insights from your mentee.
- ⚡ **Set Realistic Expectations:** Remember, your mentee is still learning. Focus on providing guidance and support, not directing solutions.
- ⚡ **Be Patient & Supportive:** Offer encouragement and celebrate your mentee's progress, big or small.
- ⚡ **Active Listening:** Pay close attention to your mentee and ask clarifying questions to demonstrate genuine interest.



## TIPS FOR MENTEES:

- ✦ **Be Open to Feedback:** View constructive criticism as a growth opportunity.
- ✦ **Take Notes:** Jot down key takeaways and action items to reference between meetings.



## TIPS FOR MENTORS:

- ✦ **Open Communication:** Create a safe space for honest discussions. Encourage your mentee to share challenges without judgment.
- ✦ **Share Your Expertise:** Offer guidance and insights but allow your mentee to make their own decisions.
- ✦ **Provide Resources:** Share relevant articles, websites, or books to further their learning.
- ✦ **Expand Their Network:** Consider introducing your mentee to other professionals in the field who can offer additional guidance (if appropriate).