



McGill

McGill Women's  
Alumnae Association

# MENTORSHIP PROGRAM

Mentee Guide

# Mentorship Program

## Mentee guide

The McGill Women's Mentorship Program, an initiative of the McGill Women's Alumnae Association (MWAA), directly supports the MWAA's mission to contribute to excellence in educational achievement, lifelong learning, and the improvement of the community at large.



### Mentorship program objectives

The objective of this program is to facilitate mentoring relationships among McGill's women graduates by connecting alumnae seeking guidance, feedback, and a new perspective. Our goal is to provide both mentors and mentees with the opportunity to make meaningful connections.

A mentor is a guide, an advisor, and a resource who paves the way to success and derives satisfaction from helping others succeed. The role of the mentor is to inspire, encourage, and support the mentee, and to contribute to their:

- > **Professional development:** Mentors will help guide mentees in goal setting, career preparation, leadership skills, and more.
- > **Personal development:** Mentors will provide guidance and insight to mentees on navigating personal development issues, from building emotional intelligence to achieving work-life balance.

### About this toolkit

This toolkit consists of guidelines and suggestions for how to adapt a mentorship to fit the needs of each mentor/mentee pair. The information provided here is a jumping-off point and offers practical tips for making your mentor/mentee relationship a relevant and rewarding one. We anticipate that you will incorporate your own personal style as you get acquainted with your mentor.

We welcome your feedback and will use it to improve this toolkit and the program for future participants.

*We wish you a satisfying experience as a mentee!*

– McGill Women's Mentorship Program Committee



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## The mentor match: What to expect

### Matching

You will be paired with a mentor based on your professional goals, the mentor's experience, and any mutual interests. Once you have been matched, you will receive an introductory email from the McGill Women's Mentorship Program connecting you with your mentor as well as an email from your mentor.

### Time commitment

By embarking on this mentorship journey, you commit to engaging in a **6-month mentorship** with a McGill alumna. While it is largely the mentee's responsibility to keep in contact and arrange meetings, mentors are encouraged to regularly check in with mentees.

You are encouraged to stay in contact with your mentor after the official end of the program if you have developed a good professional relationship, but further communication will not be monitored by the program.

If you are letting the mentorship come to an end at the 6-month mark, please consider a formal concluding meeting in which you can discuss accomplishments and future endeavors with your mentor.



## Mentorship roles and responsibilities

Successful mentoring means developing a structure for intentional learning and sharing responsibility in that process. It begins with defining goals and creating a mutual understanding of the mentoring relationship and expected outcomes.

### Mentor

- > Guides mentee to identify realistic, attainable goals
- > Shares up-to-date knowledge
- > Is experienced and willing to share their experiences
- > Has effective skills in helping others grow
- > Builds on mentee's strengths
- > Provides a proverbial "mirror" to enable self-reflection
- > Gives constructive feedback

### Mentee

- > Identifies realistic goals and timeframes
- > Communicates learning style
- > Is prepared for each meeting
- > Communicates effectively
- > Provides regular updates
- > Accepts constructive feedback and acts on it in a timely manner
- > Is open to new ideas and approaches
- > Follows through on commitments
- > Knows when to ask for help

## Tips for mentees

### Establish mentorship objectives

You will get the most out of the program if you approach your mentorship with the same rigor you bring to your work or studies. Setting clear objectives for your mentorship will help you and your mentor structure your discussions and activities and work together effectively to help you meet your goals.

- > Come prepared to your introductory meeting with one or two mentorship goals to discuss with your mentor
- > If it's helpful to you, use the [SMART](#) model to establish goals that are: Specific, Measurable, Action-oriented, Realistic and Time-bound

### Effective communication

Actively listen to any advice your mentor provides, and clearly articulate your ideas or issues. Do not hesitate to ask questions when you are unsure or would like more guidance. Be specific:

- > Seek advice, feedback, and direction from your mentor, and ask for constructive criticism
- > Communicate efficiently by listening, understanding, and keeping discussions on track
- > Give constructive feedback to your mentor on what is working or not working in the mentoring relationship

### Personal experience

Share your personal experiences, both positive and negative, when relevant. You can introduce your mentor to ideas, successes, and setbacks they may not have considered or experienced.

### Join McGillConnect

[McGillConnect](#) is an exclusive online networking community for McGill students and alumni and an excellent resource for mentorship support, career advice, industry-specific knowledge, graduate school tips, and much more.

You can use McGillConnect to:

- > Access mentorship resources and advice on topics such as setting expectations and goals, how to follow up, how to say 'thank you,' etc.
- > Communicate with your mentor via chat, video, or audio call
- > Track common goals and private notes that are linked to your conversations

## Suggested topics for discussion

Take an active role in building a relationship with your mentor by asking questions about their career path, current responsibilities, and personal experiences. Below are suggestions for meeting topics and activities. These are only suggestions. Use whatever structure or strategies work best for you.

### Meeting 1 – Introductions

- > Discuss both of your career and educational backgrounds
- > Discuss your high-level goals and objectives for the mentoring program
- > Decide on the best forms of communication for scheduling future meetings and staying in touch (e.g., email, phone, [McGillConnect](#), etc.)

### Meeting 2 – Career planning

- > Continue your discussion about your mentor's history
- > Discuss short- and long-term goals (5-10 years) and how you both plan to achieve them
- > Discuss skills and ongoing professional training necessary to achieve these goals

### Meeting 3 – Work-life balance

- > What does work-life balance look like to both of you?
- > Discuss the challenges in achieving optimal work-life balance
- > Create a plan for professional success that accounts for your ideal work-life balance

### Meeting 4 – Leadership and teamwork

- > Discuss the importance of leadership and teamwork as it relates to success
- > What traits make a good leader?
- > How can you improve your leadership skills?
- > What challenges do you each face in being part of a team?

### Meeting 5 – Upcoming professional challenges

- > Discuss issues faced over the course of this year and any you see on the horizon
- > Discuss lessons you each have learned from those challenges
- > Discuss other topics not previously covered that you wish to share with each other

### Meeting 6 – Mentorship evaluation

- > Evaluate your mentoring partnership
- > Discuss what worked well and what could have gone differently

## Code of conduct

### Code of ethics

- > Treat your mentor with respect and sensitivity
- > Foster and maintain a professional relationship
- > Respect your mentor's confidentiality
- > Do not tolerate sexual harassment or engage in behavior that may be perceived to be sexual harassment; for example, making verbal or written comments or inappropriate gestures, including physical contact, of an intimate nature or which may be considered of such a nature

### Social etiquette

- > Always be polite and courteous
- > Respect your mentor's time by being punctual and offering advance notice when you need to cancel or change a scheduled meeting
- > Keep your relationship professional and communicate boundaries clearly

### Conflicts of interest

- > A mentor cannot recommend to the mentee any transaction or make any recommendation or propose any action that would result in providing the mentor with a personal financial or other advantage, or any relative or business associated with them
- > At no time can the mentorship be used as a means to develop the personal or business affairs of the mentor

### Confidentiality

Interviews and conversations between the mentor and the mentee, as well as the information associated with them, must remain confidential. All exchanges between the mentor and the mentee must be considered confidential, unless the parties agree otherwise.

### Sensitivity to diversity

Mentors and mentees are expected to respect diversity, including differences associated with age, ethnicity, culture, gender, disability, religion, sexual orientation, or socio-economic status.

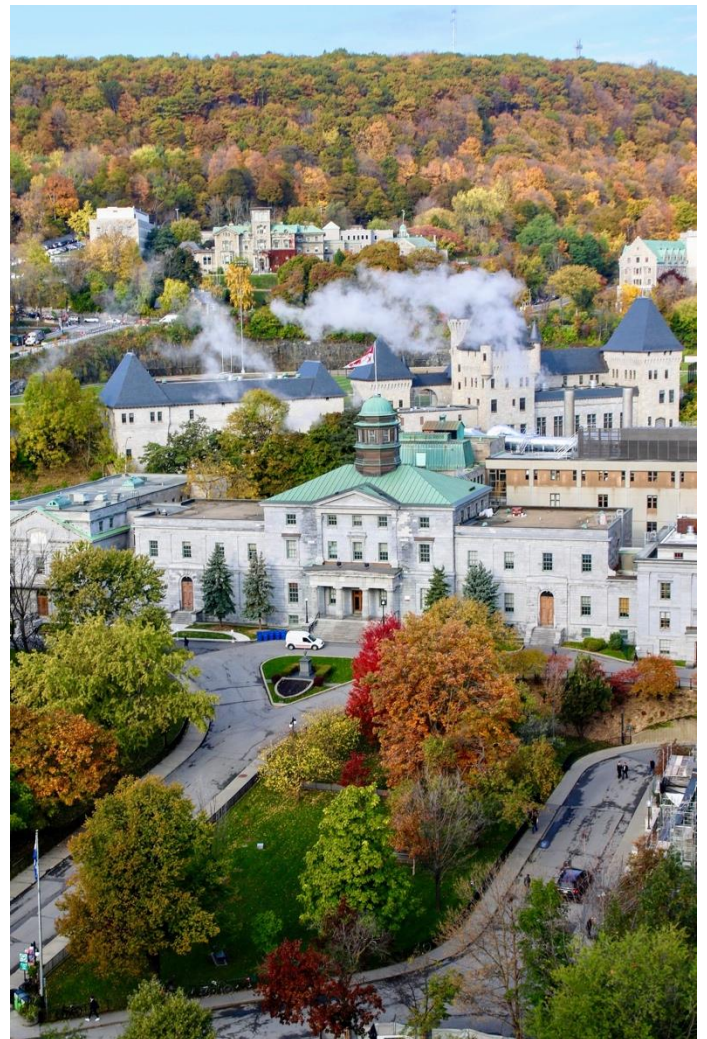
For more information about the University's policies on equity, diversity, and inclusion, please visit [Equity at McGill](#).

## Post-mentorship survey and feedback

Mentors and mentees agree to share certain information with the Program Coordinator to measure the overall results of the mentorship. You will be invited to provide feedback on both the individual match and the program at large.

## Mismatch

If you or your mentor feel you are not a good match for the mentorship program, please notify the Program Coordinator as soon as possible. You can email [mwaa.alumni@mcgill.ca](mailto:mwaa.alumni@mcgill.ca) with any questions or concerns throughout the program.



# Worksheet: First meeting checklist

## Get to know each other

- Share relevant information about your professional and personal life:
  - Professional background and your short- and long-term goals
  - What you hope to achieve through the mentorship
  - High-level interests, values, career aspirations, steps, or setbacks thus far

## Establish guidelines

- When/how often will you meet face to face? (minimum of once per month)
- Where will you meet? This can be an in-person or virtual meeting.
- How will you schedule meetings?
- How/how often will you communicate between meetings (e.g., once a month on [McGillConnect](#))?
- What agenda format will you use, or how will you document your meeting?
- How will you exchange feedback?
- How will you measure success?

## Set expectations

- Review your goals for the mentoring relationship
- Discuss expectations of each other, of the relationship, and of what both parties hope to achieve
- Confidentiality (see “Code of ethics”): Should any third parties be involved? If so, what can be shared with them about the mentoring relationship and the discussions?
- Set discussion topics ahead of your meetings, using either the suggested topics on page 5 or topics more specifically suited to you and your mentor

## Confirm next steps

- Exchange contact information
- Schedule date, time, and place of future meetings
- Sign up for [McGillConnect](#) to take advantage of additional career and networking resources

