



## 2022/2023 CAGP Mentorship Program Guidelines

Mentoring is an organic process which benefits both the mentor and learning partner. Below are some guidelines to help frame your mentorship experience for this year.

### **Roles**

#### *Learning Partner*

- Lead the relationship; schedule meetings
- Send your mentor an agenda 72 hours before your next meeting
- Clearly identify development needs
- Listen attentively and participate actively
- Follow through on commitments and on activities

#### *Mentor*

- Listen and use questions to help participants identify their own solutions
- Provide vision and insight, share experiences, describe an understanding of strategy and culture
- After discussion, offer specific solutions for the situation or development
- Give honest feedback after listening and encouraging participants to self-assess

### **Establishing a Mentorship Plan**

At your first meeting, the learning partner should consider establishing a plan which addresses the following:

1. Frequency and duration of meetings
2. Brainstorming the agenda/themes for discussion for future meetings
3. Identifying one goal to achieve by May 2023, with an actionable deliverable by November 2022. Goals may include:
  - a. Meeting a certain number of members in the charitable space
  - b. Tied to a work goal/quota (i.e. number of pitches, proposals, donor touchpoints)
  - c. Getting clarity on a certain technical subject (i.e. taking courses, presentations)
  - d. Understanding the industry better by attending a certain number of industry events
4. Documentation of meeting notes with “Action Items” format
5. Format of meetings, deciding whether it be held by phone, Skype/Zoom, or in-person
6. Unique events: identify any opportunities to “meet”/attend at other industry events

### **Themes/Topics for Discussion**

- Work project
- A favourite business or technical book to recommend or discuss
- Growth areas / developments in the industry
- New technologies the mentor’s organization is implementing or developing

- Upcoming industry talk or conference
- Experiences of when they entered the job market (challenges and opportunities)
- How to approach prospective employers
- Potential career paths
- Self-awareness (strengths, weaknesses, blind spots, etc.)

*Potential Activities, as agreed to by mentor:*

- Job shadowing
- Attending an event together
- Introduction of learning partner to individuals at the mentor's organization
- Reading / attending the same book/course/presentation together and sharing thoughts
- Mentee to share a work presentation or project for feedback
- Attend a CIM meeting or event together

### **Ending the Mentorship Relationship**

A mentoring relationship can last as little as a week and endure as long as a lifetime. It can be something that both parties address in the initial mentorship meeting or can be mutually agreed on at any time. Should either the mentor or learning partner feel that the relationship is not working out and should be ended, please let both your partner and a member of the CAGP Mentorship Committee know.