The SCOPA Mentoring Program Guidelines are intended to set expectations of participation and support for both mentors and mentees. These guidelines will provide direction for the mentoring program overall, as well as ideas and resources for a successful mentoring experience.

The SCOPA Mentoring Program serves to support mentees in:

1. Setting professional development goals.
2. Building competence and character to reach those goals.
3. Fostering connections with people at YUL and in their professional field.

The group serves to support mentors in:

1. Expansion of a professional network.
2. Gaining a fresh perspective from someone newer in the field.
3. “Paying it forward” professionally.

Program overview

The application process helps determine everyone’s interests and support the initial matching. In the first few meetings, members are likely to spend some time getting to know each other, as well as discussing their goals and how they could be accomplished. The aim is to meet for 1-2 hours once a month for the yearlong program.

If difficulties arise, reach out to the SCOPA Mentoring Subcommittee for help.

Expectations for Mentors

Mentors are identified through the application process and are matched with mentees based on their interests. They are asked to lead the duo’s discussion and activities and to share their personal experiences and perspectives.

Mentors are responsible for facilitating the conversations, driving discussion, fostering participation of mentees as appropriate, and setting expectations for the mentor/mentee relationship. The mentor and mentee should have open lines of communication, and are encouraged to work together outside of regularly scheduled meetings to answer questions as they arise. Mentors are also expected to communicate with the SCOPA Mentoring
Subcommittee when issues or concerns cannot be resolved within the duo.

**Expectations for Mentees**
Mentees should be prepared to contribute as much as they hope to gain from the SCOPA Mentoring Program, with the understanding that mentoring is largely a self-directed process. Mentees take responsibility for setting personal goals, crafting their own agendas for discussion with mentors, and sharing those ideas with their mentors.

**Expectations for SCOPA Mentoring Subcommittee Members**
The SCOPA Mentoring Subcommittee is a subset of members of the YUL Standing Committee on Professional Awareness. Subcommittee members provide program information to participants. They also act as mediators when issues or concerns arise within a circle. Liaisons may help mentors brainstorm discussions and activities as requested.

**First Meeting Suggestions**
- Expectations and Roles
  - participation and confidentiality
  - support of the mentoring relationship in meeting goals
- Introductions of Mentors and Mentees
  - include past positions
  - motivation to join the profession
  - aspirations, goals, and interests

**Timeline of the program**
The SCOPA Mentoring Program facilitates 12 month relationships. Mentors and mentees may elect to extend the relationship beyond the initial year.

**What will we talk about?**
The mentoring duo’s conversations will vary based on each duo’s interests and dynamic, but the focus should be on career growth, facing challenges, and solving problems. These conversations should be kept private and should be in a supportive environment. All participants should be willing to give and get professional and personal support from their mentor or mentee.

**Possible themes for discussion in the group**
Career skills development
Challenges faced during work
Learning to network
Career planning / setting personal goals
Negotiation skills
Promotions
Professional development
Professional service and leadership: Defining what success means to you; Managing up, down, and sideways; Time management; Work/life balance; Balancing family and career; Identifying individual strengths and weaknesses; Sharing lessons learned in the workplace.

What you hope to gain from participating in the program: Hiring; how to manage being on your first job search committee; Learning how to promote yourself.

As the year progresses, the challenges are to maintain contact and use meeting time efficiently and productively, as well as to ensure that both members are participating fully.

A successful mentoring relationship will:
- Establish mentoring relationship norms
- Set clear goals, needs, and expectations
- Define and agree upon availability
- Focus on learning (and teaching)
- Connect mentees to people and/or resources that can contribute to their development objectives, and expand their professional network
- Develop professional skills
- Provide constructive feedback
- Encourage self-reflection
- Foster development of trust, understanding, confidentiality, and empathy between the mentor and mentee

Participants in a successful mentoring relationship will:
- Be at ease with one another
- Be honest with one another
- Be willing to ask for and seek help/advice
- Promote and encourage each other
- Be patient and kind
- Establish and maintain good communication
- Build and maintain relationships
- Listen to one another with an open mind and be nonjudgmental
- Stay in touch and respond to one another in a timely manner
- Be approachable and accessible
Resources


TED Playlist for Mentorship: https://www.ted.com/playlists/400/how_to_be_a_good_mentor