



RESOURCE GUIDE

LAST UPDATED NOVEMBER 2020

ABOUT ALBERTA MENTORSHIP PROGRAM

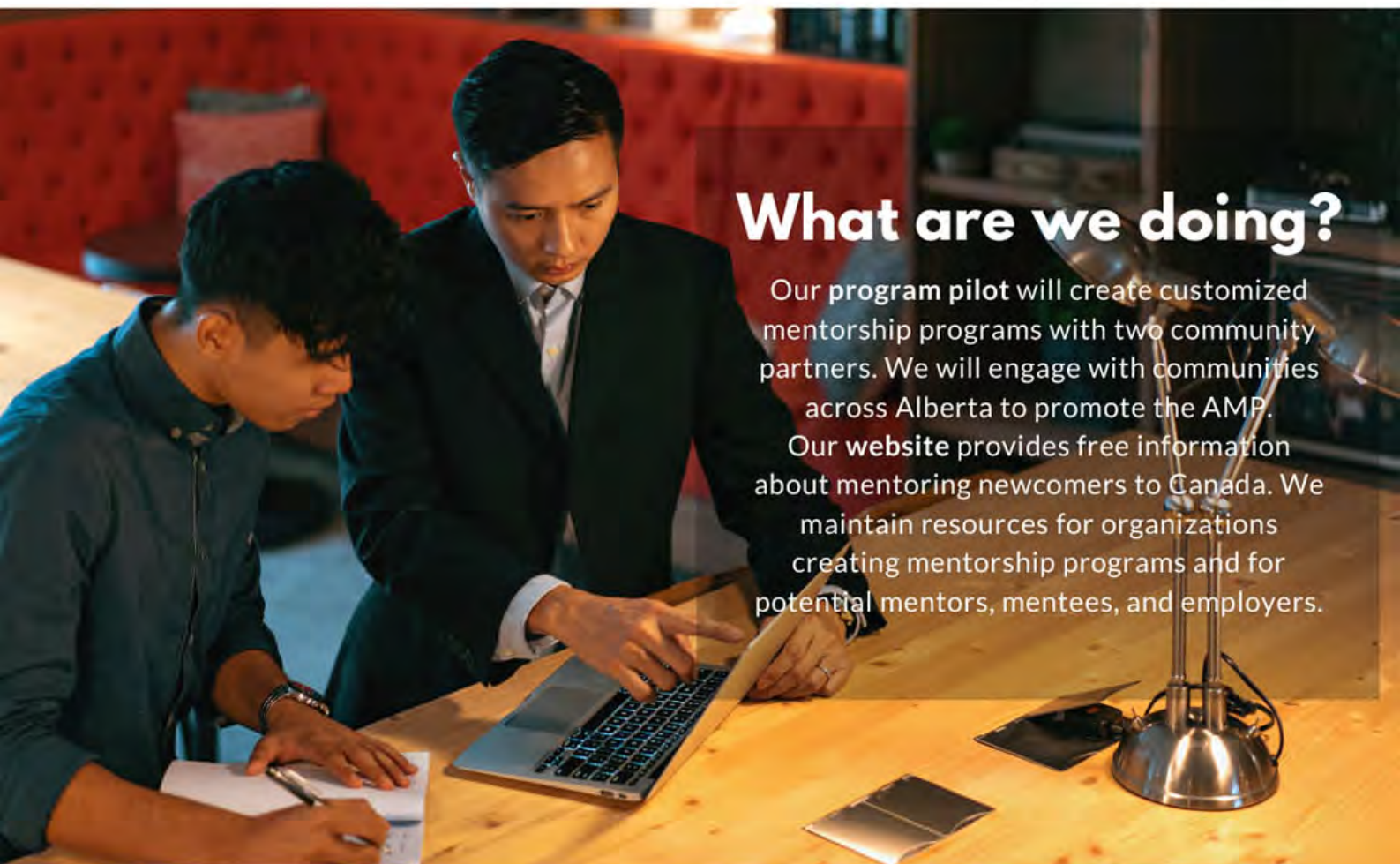
The Alberta Mentorship Program is a joint project of mentorship and employment organizations and the Alberta and federal governments, started in 2019. It is led by ERIEC Executive Director Doug Piquette in collaboration with a provincial project team and stakeholder advisory committee. The project is made possible with funding provided by the Government of Alberta through an agreement with the Government of Canada.

Mission

To support mentorship programs working on career and economic integration. We will focus on new immigrants in rural and small urban communities.

Vision

Create a culture of career mentorship across Alberta.



What are we doing?

Our **program pilot** will create customized mentorship programs with two community partners. We will engage with communities across Alberta to promote the AMP. Our **website** provides free information about mentoring newcomers to Canada. We maintain resources for organizations creating mentorship programs and for potential mentors, mentees, and employers.

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Design a sustainable mentorship program that creates meaningful experiences for your mentors and mentees.



MENTOR RESOURCES

Develop your leadership skills by becoming a mentor for a newcomer to Canada.



MENTEE RESOURCES

Find resources to support your Canadian job search and connect to newcomer mentorship programs across Alberta.



EMPLOYER RESOURCES

Connect to potential employees who bring a global perspective to your workforce and develop your current employees' leadership skills.



MENTORSHIP PROGRAM RESOURCES

Design a sustainable mentorship program that creates meaningful experiences for your mentors and mentees.



BENEFITS OF MENTORSHIP

What is Mentorship?

A trusting mentor-mentee relationship is the foundation of a successful mentoring experience.

[More Details](#)

DO A PROGRAM NEEDS ASSESSMENT

Building a Sustainable Mentorship Program

Starting a mentorship program can be easy but making one that lasts requires planning.

[More Details](#)

Assess Your Mentorship Program Needs

An assessment can confirm that your program will meet the needs of your stakeholders, mentors, and mentees.

[More Details](#)

Choose Your Program's Purpose

Identifying your purpose will align your program expectations and guide program design decisions.

[More Details](#)

DESIGN YOUR MENTORING PROGRAM

Design Your Mentoring Program

There is no one size fits all mentorship program. Create a program that works for your community.

[More Details](#)

Program Design Worksheet

Use this one-page worksheet to create the mentorship program that works for your community.

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Determine Who Are Your Stakeholders

Understanding who your stakeholders are is critical for your program's success.

[More Details](#)

Choose the Mentoring Structure

Decide which mentorship structure is the right one for your program participants.

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Determine the Program Schedule

You can run your program in a variety of schedules. Choose a timeframe that meets the needs of your participants.

[More Details](#)

Select a Matching System

Design an effective matching system with consideration for what your participants need and expect.

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Design the Participant Experience

Your program can only succeed if your participants have a good experience.

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Set Up Program Evaluation

A sustainable mentorship program needs to be evaluated regularly

[More Details](#)



PROGRAM ADMINISTRATION/ BUDGETING

Develop a Financial Plan

Information in development.

[More Details Coming](#)

Develop Policy and Procedure

Information in development.

[More Details Coming](#)

Program Implementation Timeline

Information in development.

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Training and Development

Information in development.

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PROGRAM SUPERVISION

Develop a Financial Plan

Information in development.

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Develop Policy and Procedure

Information in development.

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Program Implementation Timeline

Information in development.

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Build your team

Information in development.

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Advisory Group

Information in development.

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RECRUITING MENTEES & MENTORS

Recruiting Mentees & Mentors

Finding the right people to become mentors and mentees is critical to the success of your program.

[More Details](#)

Recruitment Plan Template

Use the template to create your mentee and mentor recruitment plan.

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Sample Recruitment Plan

A sample plan to help you create your own plan for mentee and mentor recruitment.

[Download](#)

CREATE A MARKETING PLAN

Create a Marketing Plan

A marketing plan can help you promote your program.

[More Details](#)

Marketing Plan Template

Use the template to create your program marketing plan.

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Sample Marketing Plan

A sample plan to help you create your own marketing plan.

[Download](#)



Social Media Calendar Template

Use the template to create your social media calendar.

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Sample Social Media Calendar

A sample plan to help you create your own social media calendar.

[Download](#)

Photo Release Form

A photo release form ready to use with your participants.

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MATCHING MENTORS & MENTEES

Matching Mentors & Mentees

Information in development.

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Matching Criteria

Information in development.

More Details Coming

Sample Manual Matching System

Information in development.

More Details Coming

Application Screening

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More Details Coming

Application Form

An application form ready to use with your participants.

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Program Expectations

Sample expectations to inspire your program expectations.

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ORIENTATION & FIRST MEETINGS

Training for Mentors

Information in development.

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What to Do in Your First Meeting

Get tools, tips, and resources to help you prepare for your first meeting with your mentee.

[More Details](#)

First Mentorship Meeting Plan

Use this template to help you plan your first meeting with your mentee.

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Mentorship Agreement

Use this template to create a Mentorship Agreement with your mentee.

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Mentorship Code of Conduct

Use this template to create a code of conduct for you and your mentee.

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Mentorship Meeting Plan

Use this template to plan your ongoing meetings with your mentee.

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Setting SMART Goals

Setting specific goals help mentors and mentees better reach their desired outcomes.

[More Details](#)

SMART Goal Setting Worksheet

Use this template to set SMART goals to pursue during your mentoring relationship.

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SUPPORTING MENTEE SKILL/KNOWLEDGE DEVELOPMENT

Tracking Progress

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Recognition

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Certificate

Certificate to award mentors and program volunteers.

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EVALUATING SUCCESS

Tracking Activities

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Analyzing Data

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Evaluating your Mentoring Program

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Admission Survey

Evaluation form for preliminary assessment by mentors and mentees entering the program.

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Exit Survey

Evaluation form for exit assessment by mentors and mentees leaving the program.

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Follow-Up Survey

Evaluation form for mentors and mentees 6-12 months after program completion.

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FURTHER RESOURCES

Resources for Mentorship Programs

Find more articles about mentorship program design and operation.

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Forms to Support Mentors & Mentees

All forms supporting mentors and mentees in Word format so you can customize for your needs.

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Forms to Support Program Operations

All forms supporting program operation in Word format so you can customize for your needs.

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Program Planning Templates

Program planning templates in Word format.

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MENTOR RESOURCES

Develop your leadership skills by becoming a mentor for a newcomer to Canada.

LEARN ABOUT MENTORSHIP

What is Mentorship?

A trusting mentor-mentee relationship is the foundation of a successful mentoring experience.

[More Details](#)

Why Be a Mentor?

Becoming a mentor to a newcomer to Canada can help you advance in your career.

[More Details](#)

Types of Mentoring

Choosing the right type of mentoring program is just as important as choosing the right mentoring partnership.

[More Details](#)

LEARN ABOUT BEING A MENTOR

What is My Role as a Mentor?

Being a successful mentor requires you to encourage and support your mentee while they reach for their goals.

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Stages of Mentorship

A typical mentoring relationship will follow similar stages that can help you plan your approach to mentoring.

[More Details](#)

Secrets to Mentoring Success

Consider these tips as you get started so you can set the foundation for a good mentoring relationship.

[More Details](#)

PREPARE FOR YOUR MENTORING MEETINGS

What to Do in Your First Meeting

Get tools, tips, and resources to help you prepare for your first meeting with your mentee.

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Responding to Changing Needs

Information in development.

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Setting Goals with Your Mentee

Set SMART goals with your mentee to build a foundation for a successful mentoring relationship.

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LEARN ABOUT SUPPORTING YOUR MENTEE

Supporting Your Mentee's Job Search

Use the resources and tools on this website to support your mentee's job search.

[More Details](#)

Where Do You Search for Jobs?

Tailor your job search to find and apply for employment opportunities that are right for you.

[More Details](#)

What are Your Transferable Skills?

When searching for a job, transferrable skills can be as valuable as education and experience.

[More Details](#)

How to Write a Canadian Resume

Your resume should showcase your most recent and more relevant professional experience.

[More Details](#)

Sample Resume

This sample resume, with tips, can help you create a resume suited to the Canadian job market.

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How to Write a Canadian Cover Letter

A cover letter helps to set you apart from other applicants.

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Build Your Interview Skills

An interview is an opportunity for both the employer and you to learn whether or not you are compatible.

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Interview Preparation Guide

Use this one-page checklist to help you prepare for job interviews in Canada.

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Asking Good Questions

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How to Network in Canada

Building a network of people can help you, both personally and professionally.

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Canadian Networking Tips

Learn to network like a Canadian by using these cultural tips.

[More Details](#)

Direct & Indirect Communication

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FURTHER RESOURCES

Resources for Mentors

Find more articles about being a mentor.

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Why Seek Out Mentorship?

If you are a new immigrant to Canada, a mentorship relationship can help you learn about the work culture and behaviour in your new home.

[More Details](#)

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Canadian Networking Tips

Learn to network like a Canadian by using these cultural tips.

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LEARN ABOUT THE CANADIAN WORKPLACE

Adapting to the Canadian Workplace

You have got the job. Now how do you fit into your new workplace?

[More Details](#)

FURTHER RESOURCES

Resources for Mentees

Find more articles about being a mentee.

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HOW MENTORSHIP BENEFITS EMPLOYERS

Benefits of Mentorship for Employers

Mentorship can strengthen your company through diversity, skill development, and more.

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Working with a Mentorship Program

You do not have to do it alone. With the Alberta Mentorship Program, mentoring is a team effort.

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FURTHER RESOURCES

Resources for Employers

Find more articles about how mentorship can benefit employers.

[Read More](#)