



MENTORSHIP

PROGRAM

– 2023 Program Guide



Introduction

Welcome to Engineers Geoscientists Manitoba Mentorship Program! You have made an important commitment by deciding to participate in this program.

The Mentorship Program is structured and meant to unite practitioners in engineering and geoscience professions, and to build trusting relationships that brings both less-experienced and more-experienced members together, to offer guidance, support, and encouragement aimed at developing the competence and character that will help achieve the professional and personal goals set by participants.

Participating in the program will help you integrate into the practice of engineering and geoscience, explore career potentials, allow for opportunities to demonstrate expertise and competencies, renew enthusiasm for your role in the profession, give opportunities for career advancement and growth, and create an avenue to learn about the real-life application of professional ethics and the role of the professional engineer and geoscience at work and in the public.

Purpose

To support the skill development, community growth, and professional and personal goal achievement of Engineers Geoscientists Manitoba members from intern to advanced level professionals through knowledge sharing, networking, and uniting of practitioners.

What is Mentorship?

Mentorship is a relationship between participants of a small group who share their knowledge, skills, and experience with each other to assist in constant progression. Each participant needs to be capable of clear self-assessment and look honestly at their strengths and weaknesses as these form part of the discussion with the group. Participants commit to the group for a set period and invest time in getting to know the other participants, their capabilities, interests, and ambitions. Each participant will be knowledgeable in their field and pass on wisdom gained through their own experiences. Advice, direction, support, and coaching can be received from each participant, notwithstanding their years of experience or career placement.

Goals

- To meet skills development and career advancement goals for members of Engineers Geoscientists Manitoba by pairing together groups of three to four participants.
- To provide an opportunity for senior members to volunteer and contribute in a direct and highly rewarding way.
- To promote diversity that enables engagement, inclusivity, innovation, and creativity.
- Provision of quarterly events for networking and professional development.

Please note the mentorship program is not a job placement program and is not for the purpose of acquiring validators. Any assistance with job searches, together with validation of your reports, is provided at the discretion of each individual participant.

Eligibility

Any engineering or geoscience intern (EIT/GIT), specified scope of practice licensees (Eng.L/Geo.L), or professional engineer (P.Eng.) or geoscientist (P.Geo.) registered in good standing with Engineers Geoscientists Manitoba are eligible to participate in the mentorship program. Senior members [P.Eng.(SM)/P.Geo.(SM)] are also eligible to participate in this mentorship program.

Expectations

- After being matched into a mentorship group, it's the group's responsibility to schedule all meetings for the duration of the calendar year.
- It is recommended to meet once per month (for one to two hours), with a minimum of six times during the year. A list of the six scheduled sessions is outlined in the **Mentoring Program Schedule** on page six. Additional events and meetings times are encouraged to help with discussion and coaching.
- Practice active listening in order to build enduring and satisfying relationships.
- Leadership of each session should rotate, enabling each member to act as moderator for the discussion on the planned topic (see **Leader's Guide** on page seven for suggested topics). The session leader should ensure all group participants have an opportunity to talk and respond to each other group member, encouraging each member to participate.
- Identify realistic and attainable goals and discuss regular updates during the meetings. A **Mentorship Goal form** will be provided for assistance.
- Stay accessible, committed, and engaged during the one-year length of the program.
- Determine preferences on means of communication.
- Provide mid-year progress feedback to Engineers Geoscientists Manitoba Mentorship Program Coordinator using the **Mid-Year Evaluation form**.
- Maintain confidentiality within your mentoring group.
- Reach out to Mentorship Program Coordinator if any problems arise.



Requirements

As a participant in our Mentorship Program, you are expected to agree to:

- Share your contact information with the other program participants to ensure timely and consistent updates on program information and to connect members.
- Participate for the full-year duration.
- Providing honest and respectful feedback to the matched participants and Mentorship Program Coordinator.
- Maintain the confidentiality of any conversation or details shared within your group.
- Abide by the Mentorship Program Code of Conduct.
- Provide feedback and recommendations as requested.

Code of Conduct

By participating in the Mentorship Program, you are agreeing to act in a manner that aligns with all parts of the Code of Conduct. A violation of the rules may result in a participant being removed from the Mentorship Program.

- Be supportive and encouraging
- Be considerate of all participants
- No harassment, hate speech, or discrimination
- Respect the group participant's time
- Adhere to program expectations and requirements
- Act with honesty and integrity
- Act in good faith at all times
- Allow for open communication and maintain confidentiality within the group
- Maintain professional conduct at all times

Any violation to this Code of Conduct should be reported to the Engineers Geoscientists Manitoba Mentorship Program Coordinator.

Suggested Platform Options for Meetings and Communication

Virtual Meeting Platforms

It is important to select meeting platforms that can accommodate all the participants in your mentoring group to ensure effective communication. There are various platforms that allow direct and group messaging, group video chat, audio conferencing, screen and file sharing, note taking, and team mailing lists. The below list has the mentioned features and more than one of the platforms could be used to carry every member of your mentoring team along:

- Zoom
- Google Meet
- Skype
- BAND App
- Email
- WhatsApp/texting
- Microsoft Teams

In-Person Meetings

New for 2023! The Association's Mentorship Centre, located on the upper floor of the office at 870 Pembina Highway, is open to all mentorship program participants to have their group meetings. With a variety of formal and information meeting spaces, the centre is designed as a flexible space to meet and work.

How to Book a Meeting Room at our Mentorship Centre

The centre is available during office hours: 8:30 a.m. - 4:30 p.m., Monday-Friday, excluding holidays. During the summer, the office closes early on Fridays.

To book a meeting room and for any other inquiry about our Mentorship Centre, please contact the Member Services Coordinator at Membership@EngGeoMB.ca. Your request to use the Mentorship Centre must be received at least 48 business hours before your meeting date. For example, if the meeting is on a Monday, the request must be received by the previous Wednesday.

Mentoring Program Schedule

Please note that the Leader's Guide on page seven contains suggested topics for your mentorship meetings. If you identify other topics that work well for your group and feel would be valuable to others, please share them with the Mentorship Program Coordinator.

Program Schedule

Below are the events scheduled and dates of interest for the 2023 Engineers Geoscientists Manitoba Mentorship Program, subject to change.

Date	Events	Task
November 2022	Registration	<ul style="list-style-type: none"> Participant to fill out and submit application
December 2022	Matched-Group Introduction	<ul style="list-style-type: none"> Receive your group number and participant's contact information
January 2023	Program Orientation	<ul style="list-style-type: none"> Outline program expectation Opportunity to meet and introduce each member in the matched mentoring group Fill and submit Mentoring Goal Form
February 2023	First Quarter Event	<ul style="list-style-type: none"> Professional Development Topic: Career Planning
May 2023	Second Quarter Event	<ul style="list-style-type: none"> Professional Development Topic: Work/Life Balance Submission of Mid-Year Evaluation Form
September 2023	Third Quarter Event	<ul style="list-style-type: none"> Professional Development Topic: Teamwork/Leadership
November 2023	Fourth Quarter Event	<ul style="list-style-type: none"> Professional Development Topic: Communication
December 2023	End of one-year program celebration Program Assessment	<ul style="list-style-type: none"> Submission of Program Annual Evaluation Form Representative from each group to talk about the (program) and experience gained by participating

Suggested Session Topics: Leader's Guide

Start each session with a group update since the last meeting.

Introductions

- Everyone to discuss their career and education background
- Talk about your goals and objectives for the program year, fill in your **Mentorship Goal form**
- Decide on the best forms of communication for scheduling future meetings and staying in touch (see **Suggested Platforms** on page five)
- Prepare a roster for leadership session for next meetings and preparation of next moderator
- Schedule an ongoing time for consistent meetings

Career Planning

**Recommendation to hold this session after the planned Professional Development session*

- Considering your mentoring goals and any goals you have for your career, highlight and discuss the resources needed to achieve the goals set
- Discuss skills and any on-going professional training necessary to achieve your goals and consider making a five/ten-year plan
- Discuss regular work schedules
- Share/recommend a book you've found helpful with career planning

Work/Life Balance

**Recommendation to hold this session after the planned Professional Development session*

- Discuss how your regular work has progressed since the last meeting
- Share how you feel your work/life balance is currently going and challenges you are facing
- Consider imbalances and ways to change them
- Discuss favourite hobbies and how you manage stress

Teamwork/Leadership

**Recommendation to hold this session after the planned Professional Development session*

- Check the state of your method of communication/meeting dates and adjust to accommodate everyone as needed
- Discuss the importance of leadership and teamwork as it relates to success
- Talk about the challenges you face in being part of a team, and traits that make a good leader
- Discuss on how to improve your leadership skills

Communication

**Recommendation to hold this session after the planned Professional Development session*

- Discuss whether you consider yourself to be a stronger verbal or written communicator
- Share a time when poor communication caused a problem for you
- Explore the challenges you face with communication in the workplace
- Identify opportunities to challenge your communication skills



Reflections/Digging Deep

- Reflect in your mentorship meetings so far
- Find any topic of interest on TED (www.ted.com), and watch it together
- Debate on the topic and allow each participant's point of view for better understanding and growth

The New Normal

- As COVID 19 pandemic has changed many things and everyone is adapting, discuss the meaning of 'normal' and share your 'new normal', both personal and professional
- Create a list of positive changes that have come from the 'new normal'
- Compare your current and previous working situation: Which do you prefer? Why?

Upcoming Professional Challenges

- Discuss things you are doing differently now compared to beginning the Mentorship Program
- Highlight professional issues you have faced over the course of this year and how you overcome them
- Discuss upcoming professional challenges and consider how to manage them

Growth/Development Highlights

- Check your filled **Mentorship Goal form** to see the achieved goals
- Highlight growth and development acquired so far and discuss progress continuation
- Discuss obstacles encountered and resources utilized during the course of achieving the goal

Mentorship Evaluation

- Evaluate the group's connection and compatibility
- Discuss what did work and did not work in a mentoring relationships
- Summarise the program so far and discuss on how to stay connected after the year end
- Create a list of suggestions to help future mentorship groups (shared with the Mentorship Program Coordinator).



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