



Mentoring Program 2018 - 2019

INTRODUCTION

Building on the success obtained during the inaugural year of its Mentoring Program, the Association of Québec Women in Finance (AFFQ-AQWF) is proud to announce the continuation of this program for a fifth year. The program is a unique opportunity for members seeking mentoring and guidance by experienced professionals, who share their experience in a personal relationship to develop career objectives.

The Mentoring Program targets two main objectives:

- a) Support our members in their professional development;
- b) Guide them in their career progression.

Mentoring is therefore one more advantage available to AFFQ-AQWF members that contributes to their professional advancement.

WHAT IS MENTORING?

Mentoring is a means of development and learning offered free of charge, and based on a voluntary and confidential interpersonal relationship. It sees an experienced individual share his or her wisdom and expertise to foster the development of another person who wishes to acquire skills and achieve professional goals.

Advantages of participating in the Mentoring Program

MENTOREE	MENTOR
1. Gains the ability to move towards professional autonomy in advancing her career;	1. Gains the opportunity to transmit his/her experience to the next generation;
2. Accesses the professional experience of a qualified manager;	2. Grows while knowing he/she is helping a person improve her skills and flourish;
3. Explores new perspectives through interactions with colleagues at a different phase of their career;	3. Explores new perspectives through interactions with colleagues at a different phase of their career;
4. Develops competencies (political skills, conflict management, strategic influence, etc.) and tools to face professional challenges;	4. Lends his/her professional skills;
5. Adapts more easily to different situations;	5. Benefits from working with tomorrow's leaders while gaining new ideas and knowledge;
6. Receives guidance and support.	6. Benefits from training on key elements to develop mentoring competencies.

The guiding principles of mentoring:

Confidentiality

(Respect for the confidentiality of discussions and information exchanged during meetings between the mentoree and the mentor)

Voluntary Action

(Motivation and commitment of the mentoree and the mentor in a frank and open relationship)

Generosity

(Mutual sharing of expertise and experience, and "pro bono" support from the mentor)

Commitment

(Investment in the relationship through rigour and availability; expectations, objectives and mutual needs governed by a formal agreement)

Mutual Respect

(Respectful communication, openness to differences of opinion, without excessive or inappropriate demands by either party)

Respective roles in the mentoring approach

MENTOREE	MENTOR
1. Takes the initiative in scheduling and planning the meetings;	1. Welcomes, guides and is available for the mentoree;
2. Prepares each meeting by communicating in advance to her mentor, if possible, the goals aimed for;	2. Fosters her advancement, provides advice and proposes challenges;
3. Puts herself in a learning position, unafraid to reveal her needs, strengths and weaknesses;	3. Acts as a role model and provides moral support to the mentoree;
4. Receives feedback from the mentor within a spirit of personal and professional development.	4. Provides the mentoree with feedback, without passing judgment.

Main steps of the mentoring approach:

1. **Pairing of mentorees and mentors.** Under the program, we aim to match 24 dyads (mentoree/mentor). The Mentoree Coordinator and Mentor Coordinator will match candidates according to the compatibility of their profiles, based on the registration forms and resumés received. A representative of the Mentoring Committee will contact you no later than **October 22th** to advise whether your application has been accepted or not.
2. **Orientation and training session, and cocktail reception.** A mandatory Mentoring Program introductory meeting will be held on **Tuesday, November 6th, 2018**. To begin, mentorees and mentors will receive 60-90 minutes of training specific to their group. The training session will be followed by a cocktail reception, where the mentorees and mentors will have the chance to get to know one another better.
3. **Meetings between the mentoree and mentor.** The mentorees and mentors must commit to meeting once a month for a **one-year period**, effective from the program launch date. Face-to-face meetings are preferred, and the information exchanged will remain strictly confidential.
4. **Support by the Mentoree Coordinator and Co-Leader and Mentor Coordinator and Co-Leaders.** Regular follow-up will be conducted by these members of the Mentoring Committee to ensure the commitment of both parties and the positive progression of the relationship (or the mentoring experience) between the mentoree and the mentor.
5. **Group meetings for mentorees and mentors.** During the year, ad hoc meetings will be held for the mentoree and mentor groups, and personalized training will be provided, based on their respective needs.

Duration of the program and evaluation:

The first phase of the program will be held over a one-year period from November 1st, 2018 to October 31st, 2019. The program then will be evaluated to measure the results and make improvements, if applicable.

Registration deadline: Wednesday, September 19, 2018.

How to register:

To become a MENTOREE or MENTOR, please complete the "MENTOREE Registration" or "MENTOR Registration" form as applicable, and return it with your Resume to: mentorat@affq.org.

For more information about this program, please contact:

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