

# Everyone Needs A Mentor Program



## Roles and Expectations of the Mentor

- When you are selected or volunteer to be a mentor you will be registered to attend a 4 hour mentorship training session. This session will be attended by both the mentor and mentee and delivered as part of WOW (Welcome Onboard Week) Orientation for the new employee.
- Your manager or the Mentorship Consultant will notify you of when and where to attend this training.
- Paper work will be provided at session that you will complete ie. application form, confidentiality agreement, etc.,
- Return replacement cost paper work to your manager to be signed and faxed to 655-3979
- Set up time to meet/connect with your mentee (on mentee's first shift if possible)
- Meet/discuss with your manager to identify the role you can voluntarily take, as mentor, in the training of the new hire
- Support mentee and answer questions they may have
- Orient mentee to work area, roles, introduce to colleagues etc.
- Connect regularly with mentee, work together to identify learning goals and assist mentee to achieve these goals (this could be at work or other)
- Be the go to person for the mentee and provide Q & A as needed
- When possible try to work shifts with new hire so you can develop your mentoring relationship and assist with the development of this new co worker
- Develop a strong mentorship agreement that works for both parties, review periodically to ensure it is meeting your needs



## What SHR mentors are saying:

### *What I enjoyed most about the seminar*

- *Having the opportunity to meet new people, especially the mentee.*
- *Learning new ideas for the workplace and how it makes it more comfortable for others around me.*
- *I enjoyed the mixture of fun and seriousness of the course.*
- *It was well explained and I like the idea of the program in general.*
- *Interaction and hands on. The support and kindness, love the inclusion.*
- *Seeing the benefits for everyone!*

**Contact Information:**  
**Colleen Stewart**  
**Mentorship Consultant**  
**People's Strategies**  
**(306) 655-3981**

[colleen.stewart@saskatoonhealthregion.ca](mailto:colleen.stewart@saskatoonhealthregion.ca)

## Time Requirement Summary

Process:	One-Time:	Ongoing :
Initial Intake processes (paperwork & communications)	.5 hours total	
Mentorship Training/Orientation	3.5 hours	
Mentoring Support Consultation		1-4 hrs per month (variable) ½-1 hour per month
Ongoing Learning		Variable depending upon opportunity

## The Mentorship Agreement

It is important that you work with your mentee to develop a mentorship agreement that works for both parties and recognizes the needs of both of you. Some things to think about when developing this agreement include:

*Expectations of mentor and mentee*  
*Main purpose and focus of meetings*  
*Commitment of mentor and mentee to the mentoring process*

*Confidentiality*  
*How to exit or opt out*  
*Frequency of meetings*  
*Length & location of meetings*  
*How you will meet (in person, at work, phone, email...)*  
*Who has the responsibility for arranging the meetings*  
*Length of time the mentoring contract will span*  
*Personal boundaries & any potential*

*conflicts of interests*

Time spent at the beginning of the mentoring relationship developing this agreement will ensure this is a rewarding, comfortable experience for both parties.

This agreement will be further discussed and developed at the Mentorship Workshop.

Look forward to seeing you there!

# Everyone Needs A Mentor Program



You asked for it...and we listened!

The Everyone Needs A Mentor Program is an initiative that has been developed as a result of the 2005 Provincial Employee's opinion survey. The results of this survey were analyzed and strategies were developed based on what YOU, the employee, indicated.

Five strategies were developed and the Everyone Needs A Mentor Program emerged.

The goal of this program is to connect new hires with peers in their work area to support their the transition from new hire to competent team member.

What this means for you is that you now have the opportunity to help build the team that you want in your work area.



*I invite you to  
Impact a career by just  
being you!*

*New hires can be  
trained and  
integrated more  
quickly...once trained  
it is hoped that they  
will be connected to  
your work area and  
stay connected!*

Your skills, experience and attitude will make this initiative a success!

## How to get involved

*Call Colleen Stewart  
655-3981 to volunteer to be a  
mentor. Provide your contact  
information, site, and position  
and you will be called to be a  
mentor, for your area, as the  
need is identified!*

It is very simple to be part of this program. You will attend mentorship training with the new hire you are assigned to mentor. Replacement costs are available to cover your time to attend. Your managers have indicated their support of this program. So please let them know your interest to be involved.

All the needed paper work can be completed at the session. It is that simple!

Employees (mentors) from many areas of the Saskatoon Health Region are already involved and are truly enjoying their experience.

What is provided:  
Training  
Support  
Fun  
Opportunities....

Call 655-3981 or email  
[co.worker.mentorship@saskatoonhealthregion.ca](mailto:co.worker.mentorship@saskatoonhealthregion.ca)

## What you can expect to gain:

As a result of being a mentor you will be able to learn ways to influence the learning of others, demonstrate mastery of communication and leadership skills to advance your career and work success, use what you learn to accelerate your leadership in the workplace, learn ways to challenge the toughest problems successfully and with less effort, plus many other skills. Mentoring a new employee

provides endless opportunities for learning for both you and the new employee. Reenergize your career by recognizing your own skills while connecting with the skills of the mentee.

*Transform your Work  
Experience!  
Lead, Learn, Mentor!*



*Help build the team that  
YOU want in your work  
area!*