



ECAA PEC MENTORING Program

Assumptions:

1. The mentor's role is restricted to providing suggestions, guidance, advice, opinions, examples, scenarios, or case studies.
2. The mentee takes all information provided by the mentor under advisement in making career, professional and personal decisions.
3. Job Coaching is beyond the scope of this proposal.
4. The mentor and mentee do not receive or give any monetary allotment for the mentoring sessions.
5. Involvement of Mentee's organization in mentoring process must be considered on a case by case basis.

PEC Mentoring Roles:

1. **Clarifying**-the mentees experience, skills, values, and interest.
2. **Capacity testing**-of the mentees goals (SMART format).
3. **Advising**-the mentee on: how to get information, how to approach opportunities and threats, interpersonal and group dynamics, ideas and beliefs related to their career.
4. **Planning**- assist the mentee to develop an action plan with mileposts for career and leadership development. This could include suggestions about: selected readings, professional development activities, a review of proficiencies and credentials, workshops, or seminars.

Mentoring Guidelines:

1. **Confidentiality**- what is discussed in the mentoring session must stay in the mentoring session. Sessions should not be discussed with others by the mentor or mentee unless both the mentor and mentee agree that a specific item may be discussed with specific outside people.
2. **Respect**- each other's time to ensure minimum sessions and hours are achieved.
3. **Location for mentoring session**- choose quiet surroundings where confidentiality can be maintained.
4. **Timing**-
 - a. Unless acceptable to the mentee's employer, the mentoring sessions should be held outside of the mentees working hours.
 - b. Mentoring should occur over a set period of typically 4 to 6 months. Meetings should occur a minimum of two times per month for a minimum of 1 hour to a suggested maximum of 2 hours per meeting. The mentoring period should be a suggested minimum of 12 hours to a maximum of 24 hours.
 - c. At the initial mentoring session:
 - i. The mentor should review guidelines, goal setting and how to develop an action plan.
 - ii. The mentee should clarify their experience, skills, values and interests.
 - iii. The two parties should mutually agree on the timing of the next meeting before the end of any mentoring session.
5. **Agenda**- to be drafted by the mentee and should be emailed or texted to the mentor two days prior to the next mentoring session.
6. **Boundary setting**
 - a. Mentoring :
 - i. Is NOT counseling for work, family or personal issues,
 - ii. Is NOT tutoring or teaching,
 - iii. Is NOT a job reference or job search,
 - iv. Is NOT a "complaint" session,
 - v. Is NOT a quick fix session.
 - vi. Is dependent on Mentee's motivation and readiness
 - vii. Is dependent on Mentors one on one skills and knowledge / experience
7. **Matching of Mentor and Mentee**-
 - a. Based on needs, geography and knowledge areas.

- b. Complete mentor / mentee application form and submit to ECAA office.
- c. Continuous improvement is the goal – the at end of each mentoring session, mentor should ask:
 - i. Start- Something mentor should start doing
 - ii. STOP-Something mentor should stop doing
 - iii. Continue –what went well

8. Record-keeping for Mentoring Sessions

- a. If the mentor or mentee is claiming PEC APD (annual professional development) points then a common RPT Form/ PEC APD Mentor sheet must be filled out for each mentoring session. Form attached at end of this document. One hour of mentoring or being mentored = 1 APD point

Definitions:

A **mentor** is an experienced person (not necessarily older) who typically has worked in several areas of the industry and also has management experience. A mentor could be a PEC or subject matter expert. A critical component in the mentoring relationship is a mutual respect between the mentor and mentee. **The mentor acts as your advisor, providing advice on career paths and leadership**, not a tutor for skills to do your job (that is job coaching).

A **mentee** is the person being mentored. A mentee could be:

1. a regular PEC member
2. a student PEC or a PEC who also requires mentoring in leadership, interpersonal and communication skills or
3. an internationally trained electrician who requires mentoring in the Canadian electrical workplace culture.

SMART GOALS:

Specific goals, one idea only.

Measureable goals.

Action verb in your goal.

Realistic and relevant.

Time bound, have mileposts or target date.

Appeals for Mentoring Decisions:

Appeals against any decision made by the practice review or discipline committee or education committee are to follow documented PEC guidelines.