

# SHA Mentorship Program

The Mentorship Program is a voluntary six-month program open to all SHA employees and is ideal for anyone looking to:

- develop leadership capabilities;
  - connect with colleagues;
  - enhance communication skills; and
  - receive the necessary guidance and support to excel in their roles.
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- To apply, visit [MyConnection](#) and select the Mentorship Tile under MyServices > Human Resources.
  - Where possible, participants will be matched with a mentor/mentee based on unit/facility, geographic area, experience, job responsibilities, interests and goals.
  - Once matched, mentors and mentees will participate together in two non-consecutive days of highly-engaged, interactive workshops focused on leadership capability development, difficult conversations, psychological safety and wellbeing. Workshops are being offered in locations around the province.
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- Voluntary six-month program for all SHA employees.
  - Flexible to allow for mentors and mentees to determine the best way to connect and learn from and with each other.
  - Being a mentor means:
    - ✓ Helping a mentee feel connected to their team and the organization
    - ✓ Creating a learning environment that is positive, respectful and supportive
    - ✓ Assisting with creating action plans for learning and career goals
    - ✓ Sharing experiences to help solve work-related challenges

For further information, please visit:

<https://www.saskhealthauthority.ca/intranet/careers/mentorship-program> or, email [SHAOrgDevelopment@saskhealthauthority.ca](mailto:SHAOrgDevelopment@saskhealthauthority.ca)

## What is mentorship?

Formally, mentorship is defined as a process whereby a more experienced person (Mentor) provides guidance, support, knowledge, and opportunities to a less experienced individual (Mentee). Mentorship provides a mechanism for assuring the continuity of strong culture and a common set of values and expectations within the organization.

Preceptor	Mentor
Assigned by a third party	Actively involved in guiding, counselling & sharing
Teach	Relationship is personal
Provides orientation	May last for years
Supervises	Ends by mutual agreement
Ends when orientation complete	Starts formal becomes informal
More formal and professional relationship	Has both teaching and professional skills
Usually with groups	Both gain from relationship

## Mentor's Role/Responsibilities

The Mentor will:

- Create a learning environment that is positive, respectful, supportive and nurturing
- Assist the mentee in creating a realistic action plan for learning
- Volunteer to invest quality time in and commitment to a mentorship relationship
- Share professional skills, experiences to help solve work-related problems
- Establish clear, open, two way communication with Mentee
- Help mentee feel connected to the organization
- Be accessible, approachable, and open to constructive feedback
- Help build Mentee's self-confidence and self-esteem through supportive, and nonjudgmental discussion
- Provide a safe environment in which the mentee can make mistakes and discuss it openly and safely with their mentor
- Provide career guidance and assist the Mentee in achieving their learning goals
- Be respectful of confidential information shared by the Mentee
- Be someone who consistently models competent practices
- Be a role model and colleague

## Mentee's Role/Responsibilities

The Mentee will:

- Advise the Mentor of areas of need, and assist in developing a realistic action plan for learning
- Be willing to ask the Mentor for guidance, support, and assistance to achieve goals
- Utilize active listening, be open to the Mentors' feedback and be receptive to positive, supportive discussions
- Be willing to express feelings, emotions, and challenges honestly
- Have genuine interest in professional and personal growth
- Take responsibility for actions and inactions
- Be committed to learning and developing leadership skills
- Have courage to try new behaviors and be willing to take risks
- Lead-self and have a personal vision
- Have realistic expectations of the mentorship relationship
- Be respectful of sensitive and confidential information shared with the Mentor
- Effectively utilize Mentor time, and have awareness of scheduling and time management
- Provide honest feedback
- Maintain contact with the Mentor, seek assistance as required to respond to requests for information and participate in the evaluation process

## Types of Mentoring Activities

Mentoring session engagement types include (but are not limited to):

- 2 full days of Mentor/Mentee workshops
- One-on-one conversations either in-person, virtually, or by phone (to be determined by pairing)
- Continuous Feedback

# SHA Mentorship Program

The Mentorship Program aims to:

- Improve the employee experience through relationship building and interactive workshops;
- Develop employee leadership capabilities; and
- Provide participants with necessary guidance and support to excel in their roles.

## Important Notes

- If a Mentor/Mentee pair are not able to attend workshops together in-person due to different locations or scheduling challenges, online workshops and resources will be provided in spring 2024.
- If a Mentor/Mentee pair are not able to attend workshops, please email::

[SHAorgdevelopment@saskhealthauthority.ca](mailto:SHAorgdevelopment@saskhealthauthority.ca)

## Next Steps for Mentors and Mentees

Once paired, it is a good idea to set up an initial connection. You may or may not be able to attend the Workshop days right away with your Mentee/Mentor.

Either way, staying connected will go a long way in ensuring the success of the mentorship experience.

## What Should We Connect About?

- As a Mentee:
  - You own the agenda. Take advantage of the time that your mentor is giving to you by preparing questions in advance and thinking intentionally about what you want to get from each mentorship connection.
  - Share/discuss your career and learning goals
  - Identify growth opportunities - consider key interests, challenges, outcomes and objectives, etc.
- As a Mentor:
  - Share stories and knowledge from lived experiences
  - Consider what you have to offer and what strengths you bring to the mentoring relationship
  - Discuss career backgrounds and experiences
  - Share/discuss books, articles, podcasts that you've learned from

## Stay Connected

- Take initiative to ensure connections are scheduled on a regular basis to build the relationship and maintain momentum.
- While connections are most ideal in-person or on a video call, shorter check-in's can still occur on the phone or via text.

## Additional Connection Activities/Discussions

Experiences	Discussion Topics	Assignments and Activities
<ul style="list-style-type: none"> <li>• Take them to meetings/ presentations</li> <li>• Introduce them to your network</li> <li>• Work shadowing</li> <li>• Serve on a committee together</li> <li>• Facilitate volunteer or leadership experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal conflict or miscommunication that they have experienced or successfully avoided</li> <li>• A biggest fear</li> <li>• A role model that has been an influence</li> </ul>	<ul style="list-style-type: none"> <li>• Assign a book</li> <li>• Exchange and discuss useful articles</li> <li>• Research learning opportunities</li> <li>• Review and discuss the mentee's resume</li> </ul>

## Mentorship Workshop Agenda

Day 1	
	Topic
<b>8:30 am - 3:30 pm</b>	Welcome Introduction to Mentorship Break Mentor/Mentee Connection Time Identifying and Setting Goals Lunch Wellbeing Activity Engaging in Difficult Conversations Break Giving and Receiving Feedback

Day 2	
	Topic
<b>8:30 am - 3:30 pm</b>	Welcome Mentorship and Leading Self Break Mentor/Mentee Connection Time Introduction to Coaching Skills for Leaders Lunch Wellbeing Activity Introduction to Psychological Safety Break Mentor/Mentee Action Plans

## Mentorship Workshop Dates

(Subject to Change)

Location	Workshop Day 1 Date(s)	Time
Melfort	TBD	8:30am-3:30pm
Moose Jaw	Apr 10, 2024	8:30am-3:30pm
North Battleford	TBD	8:30am-3:30pm
Prince Albert	Mar 26, 2024	8:30am-3:30pm
Regina	Feb 28, 2024	8:30am-3:30pm
Saskatoon	Feb 15, 2024	8:30am-3:30pm
Swift Current	TBD	8:30am-3:30pm
Weyburn	TBD	8:30am-3:30pm
Yorkton	TBD	8:30am-3:30pm

Location	Workshop Day 2 Date(s)	Time
Melfort	TBD	8:30am-3:30pm
Moose Jaw	TBD	8:30am-3:30pm
North Battleford	TBD	8:30am-3:30pm
Prince Albert	TBD	8:30am-3:30pm
Regina	Apr 18, 2024	8:30am-3:30pm
Saskatoon	Apr 15, 2024	8:30am-3:30pm
Swift Current	TBD	8:30am-3:30pm
Weyburn	Apr 18, 2024	8:30am-3:30pm
Yorkton	TBD	8:30am-3:30pm

# Frequently Asked Questions

## **How will mentors and mentees be matched?**

Where possible, Managers will match participants based on unit/facility or geographic area. Consideration will also be given to experience, job responsibilities, interests and goals.

## **What happens if the mentorship pairing doesn't seem to be a good match?**

As part of the workshop, contingency plans will be developed to address potential obstacles in the mentorship relationship.

## **How much time is involved in being a mentor or mentee? How long will the mentorship relationship last?**

There are two paid full days (total of 16 hours) of workshops as part the program. Once participants are matched, they will complete the two non-consecutive in-person workshops as part of the six-month mentorship program. Workshop topics include: difficult conversations, giving and receiving feedback, psychological safety and leadership.

Ideally, mentors and mentees will connect regularly. The type and frequency of contact will be determined between the mentor and mentee.

## **I am interested in becoming a mentor/mentee. What do I need to do?**

Participants can apply to the program through the Mentorship Program Tile in MyConnection after speaking with their direct supervisor. Managers will then be assigned a task in MyConnection to match mentors and mentees and schedule them for their workshop days.

## **Will I get paid for being a mentor or receive a smaller assignment?**

No. If applicable, employees can consult with their regulatory body to confirm that the workshop hours are eligible for continuing education credits. After the employee has participated in the workshops, the Employer will sign any required forms for this purpose.

## **What impact will mentorship of a mentee have on my license?**

There will be no impact. The mentee works under their own license.

## **What are the goals or outcomes that are expected to be reached by mentors and mentees?**

The mentorship relationship will have monthly communication guidelines. However, as part of the training session, goals will be developed and based on individual needs and interests.