

## Benefits of program to Mentees

*“What you give you get, ten times over.”* (Yoruba Proverb)

- ◆ Builds relationships with mentor and manager
- ◆ Provides a personal approach and a ‘go-to’ person
- ◆ Provides a professional support and an effective role model
- ◆ Provides emotional support
- ◆ Provides a “Safety net” and assistance with ‘learning the ropes’
- ◆ Enhances work satisfaction and quality of work-life
- ◆ Develops and boosts confidence
- ◆ Reduces feeling of isolation by helping to include and integrate
- ◆ Provides advice and guidance on succeeding in respective profession/ organization
- ◆ Provides base for professional networking; introduction to various staff
- ◆ Enables earlier integration into team
- ◆ Helps to identify learning needs
- ◆ Exposes to different perspective/ experiences
- ◆ Provides opportunity to engage in reflective practice (strengths, areas for growth/development)
- ◆ Helps develop new insights and coping skills
- ◆ Provides support and a resource to address their concerns/ideas



### ***Vision***

Providence Care will lead the way in compassion and discovery.

### ***Mission***

Trusting in Providence and strengthened by the spirit and tradition of our Founders, the Sisters of Providence of St. Vincent de Paul, we enhance the quality of life by meeting the physical, emotional, social and spiritual needs of each person.

We work with our partners to innovate and excel in education and research.

We treat each person with respect, dignity and compassion.

### ***Values***

Respect & Dignity ◆ Compassion  
◆ Stewardship

[www.providencecare.ca](http://www.providencecare.ca)

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# Orientation / Mentorship Program

For clinical staff

## A Guide for Mentees (New & Transfer Staff)

### ***Vision***

*To foster and support an organizational culture of mentorship, which inspires people to live our values, strengthen relationships, and encourages professional growth, development, and leadership capacity.*



## Orientation / Mentorship program goals and objectives

To create and promote a positive, supportive and healthy workplace culture for clinical staff by:

- a. providing personal and professional guidance as employees transition into new roles
- b. improving and building collegial relationships by creating opportunities for scheduled conversations between mentors and mentees
- c. identifying challenges/learning needs early on in order to implement resources in a timely manner
- d. recognizing and promoting experience and expertise of clinical staff and developing leadership capacity from resources within the organization
- e. sharing and distributing leadership and responsibilities across the organization
- f. improving organizational culture through the promotion of informal mentoring, communication and knowledge exchange
- g. enhancing clinical staff recruitment and retention through an organizational commitment to support and train mentors and new employees, reflecting an attitude of “we care about our staff”

## Role of the Mentee

1. Participate fully in the Orientation/ Mentorship process.
2. Meet with the mentor during the designated meeting dates (1 week, 1 month, 2 months, 3 months, 6 months). If unable to meet during a scheduled meeting day/time, ensure the meeting is rescheduled to a mutually agreed upon time.
3. Engage in self-reflection and identify areas that are going well and areas that would benefit from further discussion or professional development.
4. Be receptive to feedback, advice, and suggestions.
5. Follow-up with recommendations and suggestions as agreed upon.
6. Proactively look for opportunities for personal and professional growth and development with the support of the mentor.
7. Participate in a meeting with the mentor and manager at 12 month mark to discuss and reflect on the mentorship experience.
8. Complete evaluation of mentorship experience.



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**Mentoring:** *relationship in which an experienced person invests time, energy and personal knowledge to support and assist a new or less experienced colleague in his/her transition, growth and development.*

**Mentor:** *an experienced person who provides support and advice to one who is less experienced (mentee), guiding him or her to their full potential. The mentor serves as a role model, social support, peer resource, advisor.*

**Mentee:** *an equally competent, less experienced new or transfer employee who proactively engages and participates in the orientation/ mentorship process.*

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